

2009 - 2010 J.D. STUDENT HANDBOOK

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2009 - 2010 LAW STUDENT HANDBOOK

I. STUDENT SERVICES

- 1. Academic Records and Forms**, Registrar's Office, 4th Floor; 617-353-3115; lawreg@bu.edu

As keeper of student records, the BU Law Registrar's Office organizes and processes matters concerning registration, class and examination schedules, grades and degrees. All requests for transcripts, certification of attendance forms, bar certification forms, loan deferment forms should be directed to this Office. To obtain a law school transcript, a student's account must be paid in full. Requests for transcripts may be made in writing or in person. There is no fee for unofficial transcripts or official transcripts issued directly to students.

Notary Public services, and services concerning both outgoing stamped US mail and interoffice mail, are located in the Registrar's Office.

- 2. Advising, Counseling, and Mentoring Services**

Associate Dean for Student Affairs Chris Marx, Josh Cooper, and Nicole Price (Room 482; 617-358-1800; studaff@bu.edu) are available to meet with students to discuss academic or personal issues. They can provide information on counseling and other resources, and can offer advice related to course selection, scheduling and other academic questions. Questions about the First-Year Advisor Program should be directed to Dean Marx's office. Questions about the First-Year Alumni/Student Mentoring Program should be directed to the Alumni Office (Room 424, 617-353-3118). For mental health counseling, contact the BU Student Health Services Behavioral Medicine Clinic at 617-353-3569. Additional counseling resources include the BU Danielsen Institute (617-353-3047), and Massachusetts Lawyers Concerned for Lawyers (LCL), a free service for Massachusetts lawyers, judges and law students (1-800-LCL-0210).

- 3. Audio/Visual Department**, Room 564; 617-353-3162; lawav@bu.edu; M-R 8am-9pm, F 8am-5pm.

Multimedia services are available for registered student organizations, guest speakers and other occasions. To receive support, an event must be Law School-related and must occur in the Law School building, but may be approved by the Office of Systems and Technology if these requirements are not met. Weekend events are outside of normal operational hours for the Audio/Visual department so they must be approved by the Office of Systems and Technology. Student organizations should request A/V equipment at least two weeks in advance because equipment allocation is based on availability of resources.

- 4. Banking Services**, George Sherman Union. ATMs, Bank of America and Citizens Bank branches.

- 5. Career Development Office**, Room 1374; 617-353-3141

The Career Development Office (CDO) helps students pursue summer, part-time, and post-graduate employment in many settings, including small, medium, and large private firms, judicial clerkships, public interest organizations, government agencies, nonprofit organizations, and businesses, across the United States and around the world.

The heart of the CDO services is one-on-one advising with students. The CDO is staffed by attorneys who have experience in both the public and private sectors. The CDO has extensive programs and resources to help students prepare for the job search. CDO workshops help students with résumé

writing, interviewing skills, networking and research. The CDO regularly sponsors panels of practicing attorneys, many of whom are BU Law alumni/ae, who inform students about particular fields and share essential job hunting strategies. The CDO sponsors other 1L-, 2L- and 3L-tailored events, as well as informational sessions on fellowships, government honors programs, and state and federal judicial clerkships. The CDO also offers services to enhance students' networking efforts.

There are numerous organized recruiting programs offered to students. Each year employers visit campus to interview and seek applications from students for summer and permanent positions. The CDO also participates in off-campus interviewing programs in eight major cities nationwide as well as several annual Public Interest and Government job fairs. For those with specialized interests, there are recruiting programs for students looking into the intellectual property field and for students seeking employment in smaller markets (such as New Hampshire). The CDO has an extensive collection of career-related materials, and it publishes an annotated bibliography of available resources. Many of the CDO's resources and other services are accessible on the School of Law's website. Please note that your username to access the CDO web site is bulaw12 and the password is careers007. Job postings are available in the office and online.

1L students are encouraged to attend CDO events from their arrival; however, in adherence with a national law school regulation, 1L students may not participate in one-to-one career advising or job search-related workshops until November 1. There is one exception to that rule. The CDO offers individual meetings with visiting attorneys throughout the year. First year law students may meet with our visiting attorneys prior to November 1. These meetings are invaluable for learning about different practice areas and to practice networking.

6. Communication and Information

Announcement Boards. Important information is posted on the following boards:

Lobby: Board by SGA Office for SGA announcements and electronic board with daily administrative announcements and events

Ring Lounge (lobby level): Board with student organization announcements

Upton Lounge (1st Floor): Event flyers posted daily on the bulletin board

4th Floor: Class schedules, exam information and student employment information

6th Floor: Information on moot court matters, both first-year and upperclass

7th Floor: Information on the first-year writing seminar

11th Floor: Class schedule postings from the Registrar's Office

12th Floor: Information on clinical programs

13th Floor: Information and schedules from the Career Development Office

15th Floor: Information for LL.M. students and about J.D. international study programs

All students should regularly check the lobby boards and the Registrar's boards on the 4th floor. 1Ls should check the 7th floor board; all students in moot court programs should check the 6th floor board; and all interested in job-search matters should check the 13th floor boards.

Students may use open boards in stairwells to post notices about BU Law events, social functions and housing information (so long as they use the boards rather than walls, and tacks rather than staples). All flyers are cleared on Friday afternoons. A glass-enclosed board, in the southwest stairwell between the Lobby and 1st Floor is available for student group use through the SGA.

7. Computer Labs and E-mail/Internet Access

BU Law Computer Labs. The Law Tower has four computer labs for student use. Three (rooms 316, 312, and 334) are located on the 3rd floor. The fourth is on the 2nd floor in the Library. Each of the computers has Windows XP, Office 2007, and Internet access (which includes access to LEXIS and Westlaw). The labs are equipped with both ACS and copy card laser printers to which students

may print. You can use your ACS print quota in the computer lab in Room 316 and on the first floor in Mugar Memorial Library (which is next to the Law Tower). Additionally, copy cards may be purchased and used throughout our computer labs and the Pappas Law Library. The labs are staffed with students that are trained to answer questions about the labs' computers and their operation.

Information Technology (IT), 111 Cummington Street; 617-353-2780; www.bu.edu/it; it@bu.edu. IT provides computing and communication resources. At the beginning of each semester, IT offers free tutorials in computing topics and systems. More information is at www.bu.edu/computing/tutorials. Help with passwords and quotas is available at www.bu.edu/it/frontoffice.

E-mail and Internet access. Students have free access to e-mail and Internet services. If you set up an Early Bird account before coming to campus, you will need to bring your BU ID to renew your account, in person, at the IT Help Center on the first floor of Mugar Memorial Library or at 533 Commonwealth Ave. You must obtain your student ID before renewing your e-mail account. With that account, you will have a BU login name and Kerberos password that will give you access to all computer services on campus, including e-mail, Internet access, the Student Link, CourseInfo, and many others. For information on e-mail options, go to www.bu.edu/pcsc/email. Those who prefer to use a commercial vendor to read their mail must forward their BU e-mail to their non-BU addresses. You can specify any e-mail forwarding preferences at www.bu.edu/computing/email/forwarding.

IT Help Center, 533 Commonwealth Ave. and on the first floor of Mugar Memorial Library; 617-353-HELP (4357); www.bu.edu/pcsc; ithelp@bu.edu. Provides help and support for people using Microsoft Windows, Mac OS, and UNIX. Technical support, virus and spyware removal, hardware repair, computer and software sales and other services are available. Free, hands-on tutorials on a variety of subjects are offered; details are available at www.bu.edu/computing/tutorials. See the website for current hours.

8. Copying Services

FedEx Office BU, 115 Cummington St.; 617-358-COPY(2679); <https://psg.kinkos.com/bu/usa5012@fedex.com>. Students should use FedEx Office BU for all major print and copy jobs. You can place your order online and pick it up when it's ready.

9. Disability Services, BU Office of Disability Services, 19 Deerfield St., 2nd Floor; 617-353-3658 (Voice/TTY); www.bu.edu/disability; access@bu.edu

Students seeking accommodations due to a disability must contact the Office of Disability Services. Students must provide documentation regarding their disability. Disability Services can explain the BU guidelines to which this documentation must conform. After reviewing the documentation, Disability Services may recommend accommodations. Such recommendations must be reviewed and approved by the BU Law Dean.

Please note that Disability Services may require as much as three weeks to complete its review, and BU Law cannot provide disability accommodations without a recommendation from Disability Services. **Accordingly, students seeking accommodations should start the process as soon as possible.** (Do not wait until exam period). For further information, see Associate Dean Marx, 4th floor.

10. E-mail/Internet Accounts See section 7 above.

11. Exams on Laptops

The Law School allows students to take in-class exams on their laptops **if the laptop meets required specifications and if you sign up with our Registrar's Office and download and register the exam software program we use by the deadline.** Please contact the Law Registrar's Office for

details regarding what specifications are required. Each semester, Associate Dean Marx sends students an email about the procedure for signing up to take that semester's exams on your laptop. If you register to take exams on your laptop in the fall and download and register the software by the deadline, you do not need to re-download the software or register it again in the spring **unless there are updates to the software**. However, you **must** sign up and download and register the software again the next fall even if you used your laptop the prior academic year, as our license runs only from September to June each academic year.

12. Family Services

Office of Family Resources, 985 Commonwealth Ave., Second Floor; 617-353-5954; www.bu.edu/family. The Office of Family Resources offers resources for finding child care. The Office runs school vacation programs for children in kindergarten through grade 4 and a full-time summer camp. Students may use the Office's resource library to obtain information on childcare and eldercare issues, support groups and other related services. The Office also sponsors educational programs.

Children's Center, 32 Harry Agganis Way; 617-353-3413; www.bu.edu/family/bucci.html. For members of the BU community, the Children's Center provides a full-time childcare program for children ages two through five. The Center is open from 8 to 6. For information regarding programs, charges, the application process, and eligibility, contact the Center.

13. Law Financial Aid Office, Room 1320; 617-353-3160; bulawaid@bu.edu

The Law Financial Aid Office provides a wide range of support to students to assist them with financing their legal education. They offer information on federal and private loans, debt management and basic personal budgeting. In addition, they oversee the administration of all types of financial aid at BU Law, including, scholarship funding, federal and private loans, and Federal Work-Study. They are also available to assist students with the resolution of issues regarding their tuition payments. The Law Financial Aid Office is available to students throughout their time at BU Law – and after graduation. Students are welcome to call, email, or stop by – appointments are not necessary.

14. Food

BU Law Café (first floor) - Students can purchase bagels, muffins, salads, sandwiches, soup, snacks, coffee, and other beverages. The café is open Mon.-Thur., 8AM-3PM, Fri., 8AM-2PM during the school year.

Vending machines - Vending machines are located on the ground and 12th floors in the student lounges.

Other BU food services near BU Law - The BU Club at the Castle (also known as "the Pub") serves sandwiches and beverages. The Union Court at the GSU (775 Commonwealth Ave.) offers a variety of food-court services. Einstein Bros Bagels is located in the basement of the BU College of Arts & Sciences (685 Commonwealth Ave.)

15. Good Standing Letters

Students who need letters of good standing should contact Associate Dean Marx's office (4th floor, 617-358-1800). Please note that BU Law cannot do general letters of good standing. They must be addressed to a specific individual and/or school.

16. Health and Counseling Services

Student Health Services (SHS), 881 Commonwealth Ave.; 617-353-3575; www.bu.edu/shs. SHS consists of a walk-in medical clinic, a Behavioral Medicine clinic, and a crisis intervention counselor.

All full-time students are eligible to use SHS regardless of their insurance choices. Students who participate in at least 75% of the full-time curriculum are eligible unless they reject the insurance offered through BU. Within SHS are the:

Walk-In Medical Clinic, 617-353-3575. Four full-time physicians provide general medical care. They are assisted by a staff of part-time physicians and full-time nurse practitioners. If needed, referrals are made to specialists outside the clinic.

Crisis Intervention Counselor, 617-353-3569. A counselor is available for emergencies 24 hours per day.

Behavioral Medicine Clinic (all year), 617-353-3569. A board-certified psychiatrist directs a staff of psychiatrists, psychologists, social workers, an Alcohol and Drug Coordinator, a Health Educator and a nurse clinical specialist, who provide short-term and confidential mental-health services. When longer-term care is needed, the Clinic makes referrals to expert clinicians in the local community.

NOTE: Students are financially responsible for services outside SHS and not covered by insurance.

The Danielsen Institute, 185 Bay State Rd.; 617-353-3047; www.bu.edu/danielsen; daninst@bu.edu. The Danielsen Institute is a licensed mental health clinic and pastoral-counseling center. The Institute provides counseling services for individuals, partners/couples, families and groups, as well as consultation and psychological testing services. Most types of insurance are accepted, including those offered to BU students. The Institute also offers a sliding-fee scale for clients without health insurance. The Institute is open M-F, with evening hours M-Th.

Lawyers Concerned for Lawyers (LCL), 31 Milk St., Boston; 617-482-9600; www.lclma.org. LCL provides free, confidential services to Massachusetts judges, lawyers and law students. Their counselors can help with a wide range of issues affecting law students, including: stress; performance anxiety; depression; career concerns; questions regarding bar application character and fitness disclosures; gambling; drug and alcohol problems; financial distress; family issues. LCL also has a Law Office Management Assistance director, who provides services to those who may start their own law practice.

17. Housing

BU Off-Campus Services Office, 19 Deerfield Street, 3rd floor; 617-353-3523; och@bu.edu; This Office maintains a listing of local off-campus housing. Students may access or post listings through www.bu.edu/offcampus, or in person at the office. You will need to enter your BU Login and Kerberos password to search the listings.

BU Office of Rental Property Management, 19 Deerfield St.; 617-353-4101; <http://www.bu.edu/orpm>. For apartments owned by BU, contact this office.

Roommate List, BU Law Admissions Office, Room 1324; 617-353-3100; bulawadm@bu.edu. BU Law's Admissions Office maintains a list for incoming law students seeking a roommate or looking for another student in need of a roommate.

18. The Howard Thurman Center, GSU (basement); 617-353-4745; Thurman@bu.edu

The Howard Thurman Center preserves, shares and interprets Dr. Howard Thurman's legacy of breaking barriers of divisiveness that separate people based on race, culture, ethnicity and religion. Dr. Thurman believed in the *Unity of all People*, and through an array of culturally-based programs, events and resources, the Center outreaches to the entire Boston University community creating an open environment of awareness, understanding, mutual respect, dignity and pride. The Thurman

Center is a department of the Boston University Office of the Dean of Students. For more information, please visit www.bu.edu/thurman.

19. International Students and Scholars Office (ISSO), 888 Commonwealth Ave., 2nd Floor; 617-353-3565; www.bu.edu/isso

The International Students and Scholars Office (ISSO) issues visa and immigration documents to facilitate BU study or employment. In addition, the ISSO provides advising and support services to help international students and scholars adjust to life on campus and in the community. **All international students must check-in with the ISSO before beginning law study.**

20. Library (Pappas Law Library), 2nd and 3rd Floors and Annex; 617-353-3151

The Law Library and staff provide students with research and computer facilities, research classes, and services. The Library is accessible from the second floor of the Law Tower, with an Annex Library in the basement of Mugar Library across the courtyard from the Law School.

Librarians provide tours and orientations, teach legal research classes, provide daily research assistance from the reference desk in the reading room, using email and live chat services, and offer individual research consultations with students upon request. The Library's website includes information on library services, research training, and collections, and extensive research guides, with links to the most useful licensed products and websites for electronic research. The Library's collections include over 650,000 volumes and volume equivalents as well as a substantial collection of electronic resources for both legal and interdisciplinary research. The BU Libraries Catalog includes materials owned by all libraries on campus. Through consortia arrangements with other law schools the library provides interlibrary loan service for titles Boston University libraries do not own.

Computer labs are located in the Annex and Pappas reading rooms and rooms 312, 316 and 334. Students may access the Internet, email, and licensed electronic resources including LexisNexis, Westlaw, BNA-All, and interactive materials from the Center for Computer-Aided Legal Instruction (CALI). Word processing is available in the third floor labs. A wireless network is available throughout Pappas, the Annex, and the Law Tower. ACS, lab and wireless printing, scanning, and copying facilities are available within the library.

The library has designated Quiet Areas for studying, including a silent study room on the third floor of the law tower. At the request of law students, the library has no cell phone and no food policies although covered beverages are allowed in the reading rooms.

21. Lockers

Student lockers are in the basement of the law tower. 1L JD students receive locker assignments at Orientation. All JD students keep their lockers until they are finished studying for the bar exam. If you forget or misplace your locker combination, please see the Student Affairs Office, 4th floor. (LL.M. students should see the directors of their programs about locker assignments.)

Note: BU Law cannot be responsible for lost or stolen items. Some renter's insurance may cover stolen items. Also, students should not put valuable items or food in their lockers. Problems should be directed to the Office of the Associate Dean for Student Affairs, 4th floor.

22. Mail

Outgoing Mail. Stamped mail or internal mail may be left in the Registrar's Office on the 4th floor.

23. Parking Services, GSU, 2nd Floor, 617-353-2160, www.bu.edu/parking

Boston University Parking & Transportation Services offers students many options for their commute to and from campus. For commutes covering longer distances, the Massachusetts Bay Transit Authority

(MBTA) offers discounted monthly passes via their Student Semester Pass Program. The Semester Passes are available for on-campus pickup during both the Fall and Spring semesters. Full-time registered students can sign up for the Student Semester Pass Program through <http://www.bu.edu/studentlink/>. Students who are unable to register for classes before the Program's enrollment deadline may purchase their Fall semester passes in person at the Parking & Transportation Services office. Complete information about the MBTA's Semester Pass Program is available on the Parking & Transportation Services website.

Parking & Transportation Services also administers the Boston University Shuttle (The BUS), a free intra-campus bus serving both the Charles River and Medical campus. The BUS stops at various locations around both campuses including Marsh Plaza, which is a short walk from the Law Tower. Simply flash your Terrier ID and let the BUS transport you to your destination. For schedule and service information, please visit the BUS website at www.bu.edu/thebus.

In addition to the MBTA and BUS services, Parking & Transportation has increased amenities and support for cyclists. The number of bike racks around campus continues to increase and more improvements will be introduced as the community's needs are identified. Along with increased bicycle parking, registration is now available online through our Bicycle Safety website, www.bu.edu/bikesafety.

Those students who choose to drive must display valid University parking permits or cash tickets within their vehicles whenever they are parked on Boston University property. Eligible students may purchase, exchange, or return University parking permits at the Parking & Transportation Services office. Evening Commuter parking permits are available for online purchase by full-time students via the Student Link's "Personal" tab. Students may purchase only one parking permit and that permit will authorize one specific vehicle to be parked on University property—student permits are not transferable. Payments for parking permits cannot be charged to student accounts; however, they can be purchased with cash, check, or MasterCard/Visa/Discover credit cards. Please be sure to bring your Terrier Card when you come to purchase your parking permit.

Please know that on-campus parking is very limited and students are therefore encouraged not to bring vehicles to campus unless it is absolutely necessary; fewer than 2% of our resident students do. Parking & Transportation Services provides online ride-matching and ride-sharing programs to students interested in car pooling. On-campus shared vehicles are also available through the University's partnership with Zipcar (www.zipcar.com/bu).

24. Recreation.

George Sherman Union (GSU), www.bu.edu/dos. GSU facilities include:

Information Desk, 2nd Floor, 617-353-2921. The Info Desk provides information about Boston University, offices, services, locations and events. Campus maps are available. There is also a fax service. The Info Desk is open Mon-Thurs 8AM to 11PM, Fri-Sat 8AM-2AM, Sun 12PM to 11PM.

Administrative offices in the GSU include: the **Educational Resource Center**, the **Community Service Center**, **Dining Services**, the **Office of the Dean of Students**, **Parking & Transportation Services**, the **Terrier Card Office**, the **Office of Orientation** and the **Howard Thurman Center (Cultural Center)**.

BU Central is located in the lower level of the GSU. There are pool tables, a large screen TV, and board games. The GSU also hosts late night programming on Thursday, Friday and Saturday during the academic year. These events can include local bands, professional sports, and theme and cultural nights.

The GSU is open during the academic year Monday through Wednesday 7:00AM to 11:00PM, Thursday through Saturday 7:00AM to 2:00AM and Sunday 11:00AM to 11:00PM.

Agganis Arena, 925 Commonwealth Ave, www.agganisarena.com, 617-358-7000. Agganis Arena is part of the John Hancock Student Village, home of 2009 National Champion Terrier Men's Ice Hockey, and plays host to various Men's and Women's Basketball and Women's Ice Hockey games. In addition to exciting hockey and basketball action, Agganis Arena hosts Boston University events, concerts, family shows, and sporting events throughout the year. Agganis Arena is a state-of-the-art, multipurpose sports and entertainment center. Tickets for all events are available at the Agganis Arena Ticket Office and Ticketmaster. The Boston University community often receives exclusive presales or discounts for events by email.

Fitness and Recreation Center, www.bu.edu/fitrec, 617-353-2748

The 270,000 square foot, state-of-the-art Fitness and Recreation Center at 915 Commonwealth Ave. features: the 18,000 square foot Tsai Fitness Center, with over 185 pieces of cardio equipment and selectorized strength machines; an Aquatic Center with two pools, a 10-lane by 16-lane Competition Pool and a Recreation Pool with three 20-yard lanes, a zero depth ramp, a 15-person whirlpool and a lazy river; the Barreca Climbing Wall, a 30-foot high by 45-foot wide climbing wall and bouldering area; a Dance Studio that converts into a 230-seat professional theater for special events; a 1/7 mile Elevated Jogging Track; seven courts of gymnasias; four racquetball courts and two international squash courts; several multi-purpose activity and classrooms for dance and group exercise classes; and The Ryan Center for Sports Medicine and Rehabilitation. The facility also features a cafe, locker/towel service, wireless Internet, personal training, ProShop and more.

Full time, enrolled BU students have automatic access to the facility with their Terrier Cards. Memberships are available for part-time students, faculty/staff, alumni and spouses/dependents of all these groups. For membership information, visit www.bu.edu/fitrec.

Department of Physical, Education, Recreation and Dance, www.bu.edu/fitrec, 617-353-2748

PDP: The department offers over 80 physical education classes for credit. Register for these ½ -2 credit courses through the Student Link.

Non-Credit Instructional Classes: The department offers hundreds of classes in the spring, summer and fall in the areas of aquatics, court sports, climbing, sailing, rowing, fitness, cycling, emergency medical response, dance, mind/body, individual sports, children's programs and more! Learn a new skill, get a work out and have fun! For more information and registration, see www.bu.edu/fitrec.

Intramural Sports: BU Law students are active participants in BU's program of intramural sports. Roster forms are available from www.bu.edu/fitrec.

25. Student Activities Office (SAO), 1 University Rd, 617-353-3635, www.bu.edu/sao

The SAO assists registered student organizations in planning events and helps students organize new groups. Student organizations must register (or re-register) with the SAO each year. The Student Activities Business Office, holds the financial accounts of all student organizations and, with the

assistance of the Student Government Association, this office helps student organizations access the funds in their accounts.

The Escort Security Service is also part of the SAO and it operates in the Sargent Activities Center beginning at 8pm.

26. Transcripts (see “Academic Records and Forms,” section 1 above)

27. Transportation

Shuttle Bus. This bus provides free and frequent transportation for students between Boston University’s Charles River and Medical Campuses every day. For schedules and stop information, see www.bu.edu/thebus or stop by the GSU information office (2nd floor).

Boston Public Transit. The Massachusetts Bay Transportation Authority (MBTA) provides transportation via subway, trolley, bus, (the "T") commuter rail and boat.

Current fares:

Subway - \$1.70 with a Charlie Card (plus free subway and local bus transfers)

\$2.00 with a Charlie Ticket or cash

Bus - \$1.25 with Charlie Card (plus free bus transfers)

\$2.80 - Inner Express Bus

\$4.00 - Outer Express Bus

\$1.50 with a Charlie Ticket

\$3.50 - Inner Express Bus

\$5.00 - Outer Express Bus

Commuter Rail - Charlie Ticket - \$1.70 - \$7.75: price depends on distance traveled

Boat - Charlie Ticket - \$1.70 Inner harbor Ferry

\$6.00 Commuter Boat

\$12.00 Quincy/Hull to Logan Airport

For more information on all MBTA services, visit www.mbta.com or call 617-222-3200.

Zipcar. Boston University students, faculty and staff can join Zipcar for only \$25/year. Join Zipcar and get access to all of their cars 24/7. Drive by the hour or the day. Your hourly rate includes gas, insurance and reserved parking. Simply reserve online, let yourself in with your Zipcard and drive away. Students, faculty and staff pay no application fee, no monthly minimum, and no membership deposit. You only need to be 21+ to join. For more information on Zipcar at BU, visit www.zipcar.com/bu.

Long Distance Trains and Buses, Taxi and Airport Services.

Trains. AMTRAK (www.amtrak.com) operates out of South and Back Bay Stations. The former is on the T’s Red Line; the latter is two blocks south of the Green Line Copley station.

Buses. Buses depart from the transportation center at South Station (Red Line). For a list of bus companies, see www.massport.com/logan/getti_typeo_south.html.

Taxis. Several taxi companies operate in the Boston area. Among them are:

Bay State Taxi Service	617-566-5000
Independent Taxi Operators	617-426-8700
Boston Dispatch Service	617-536-2600
Red Cab	617-734-5000
Town Taxi	617-536-5000

Airport. Boston’s Logan International serves most major airlines. For a list of airlines, with phone and webpage information, see www.massport.com/logan/airli.html. For general airport

information, see www.massport.com/logan. Transportation to Logan is best by taxi or the T. For T access, take the Green Line to Government Center, transfer to the Blue Line, and get off at the Airport stop. From there a free shuttle bus serves all terminals.

**28. Veterans' Benefits, Office of Veterans Affairs and Dependent Benefits, 881
Commonwealth Ave., Second Floor, 617-353-3678; www.gibill.va.gov**

If you think you are eligible for veterans' educational benefits or would like more information about rules and programs, contact the BU Office of Veterans Affairs.

II. ACADEMIC PROGRAM INFORMATION

Students should consult the current BU Law Academic and Disciplinary Regulations, which appear in subsequent sections of this handbook and the BU Law website. Below is additional information about BU Law academic programs.

1. First-Year Writing Program

The First-Year Writing Program develops first-year students' writing and legal-research skills. It continues through both semesters, requiring extensive written work under close supervision in seminars of approximately fourteen students each. For further information, contact Prof. Robert Volk, Director of the First-Year Writing Program, Room 752, 617-353-3156, rvolk@bu.edu.

2. Legal Writing Fellows Program

In each first-year writing seminar, an upperclass student serves as a Legal Writing Fellow. The Writing Fellow attends seminar meetings, works closely with the instructor, and meets with seminar members to discuss assignments. Writing Fellows attend a biweekly class and receive two credits per semester.

3. Upperclass Writing Requirement

a. Explanation of the Requirement.

(1) During the second or third year, and under faculty supervision (or in the case of journal notes, the supervision of student editors with the final approval of the faculty supervisor), students must complete an intensive research and writing project. Each student is responsible for selecting a suitable topic, obtaining a faculty supervisor, determining the program of research and writing and completing a paper by the required date. With the approval of the Dean's designate, a part-time faculty member may supervise work conducted under this paragraph. It is expected that the faculty supervisor, or in the case of journal certification, the student editors, will meet periodically with the student and comment on at least one preliminary draft. Rewriting is an important element of the program. Upon completion of a satisfactory final draft, the faculty supervisor will certify completion of the Requirement to the Registrar. **Note that a student may not take written work done for a journal or for one professor and use it as the basis for satisfying the Writing Requirement with another professor without the advance permission of the Associate Dean for Academic Affairs.**

(2) The standard to be met is the preparation of written work of high professional quality that demonstrates analytical ability of a high professional caliber and, in the usual case, proficiency in legal research. Usually, this will mean at least thirty or more double-spaced pages, exclusive of end notes, with extensive analysis of and citation to relevant authority.

(3) The goals are to develop in each student the analytical, research, scholarship and communications skills that any graduate student should possess, and the intellectual capabilities to handle large, complex and diffuse legal questions that can be expected of a thoroughly well-trained law school graduate. The program will be administered with as much flexibility as is consistent with the objective of providing each student with a closely supervised, substantial research and writing experience of uniformly high quality.

b. Method of satisfaction. The Requirement may be satisfied in a variety of ways:

(1) **In connection with a seminar or course.** Most students satisfy the Requirement through courses or seminars. It is required to have the instructor's written advance approval for all courses and seminars.

(2) **A satisfactory journal note, with certification of the final draft by the journal's faculty advisor.** Faculty advisors to journals shall review student editing procedures periodically to ensure that notewriters receive adequate feedback from student editors.

(3) **Supervised Research and Writing under faculty supervision.** At the beginning of the semester in which the student intends to complete the Upperclass Writing Requirement, the student must submit, on a form available in the Registrar's Office, the written agreement of a BU Law faculty member (or, with the approval and signature of the Associate Dean for Academic Affairs, a part-time member) to supervise an independent-study project. The student may seek graded credit for the project, but BU Law Academic Regulations impose a 3-credit career maximum on independent-study credits.

(4) **Faculty-supervised preparation of a moot court problem and bench memo for the Esdaile, Stone, or Albers competitions.** Qualifying moot-court work must be supervised by the Director of the First-Year Writing Program and by the Associate Director for Advocacy Programs. Note that advanced moot court briefs do not independently satisfy the Upperclass Writing Requirement.

(5) **Work which will not satisfy the Requirement:**

(a) A series of short papers prepared under faculty supervision.

(b) Preparation of a brief, unless prepared for a course or seminar with substantial rewriting under a faculty member's supervision.

(c) Memoranda prepared for outside employment, whether paid or volunteer.

(d) Work which is not the student's original work, or which has been offered previously for any purpose at this or any other academic institution.

c. Registration and certification procedure.

(1) **Registration.** A form, "Intention to Complete the Upperclass Writing Requirement," may be picked up from and returned to the Registrar's Office. Also, the form may be printed from online via the BU Law website and then returned to the Registrar's Office. This form must be filed no later than the last day of the add/drop period of the semester in which the student intends to satisfy the Requirement, and in any event *no later than the last day of the add/drop period in the student's fifth semester* – even if the student intends to satisfy the Requirement in the following semester. Otherwise, the student's attempted registration will not be effective.

For any seminar, course or writing project, the instructor's signature is required. For an Esdaile, Stone, or Albers Moot Court problem and bench memo, the Director of the First-Year Writing Program must sign the form. Please note that BU Law cannot guarantee in advance that students will be admitted into a particular course or seminar. Students considering sixth-semester completion of the Requirement should keep this fact in mind.

If a third-year student has not yet been able to satisfy the Requirement by one of the methods described in paragraph b., *supra*, then he or she should complete and return to the Registrar the bottom part of the "Intention to Complete Upperclass Writing Requirement" form no later than the end of the add/drop period of the student's fifth semester. This portion of the form can also be completed online (through the Registrar's Office part of the website).

The form must indicate whether the student wishes to pursue independent study for credit, and the student must describe his/her proposed topic/area of interest. The Associate Dean for Academic Affairs (Room 1070H) will assist the student in selecting a course or seminar or, if necessary, finding a faculty member to supervise a project that the student has identified. Students should

realize that the preferred and ordinary methods for satisfying the Requirement are those identified in paragraphs (b)(1)(2), and (4) above.

Failure to file the form or to obtain the supervising faculty member's signature approving work under that person's supervision will result in the Writing Requirement credit being denied.

(2) **Certification.** Upon satisfactory completion of an approved project, the supervising faculty member will certify to the Registrar that the student has fulfilled the Requirement.

d. Timing and deadlines.

(1) **Timing.** Only projects undertaken during a student's second or third year may satisfy the Writing Requirement. However, with a faculty supervisor's approval, students may begin research and writing projects during the prior summer or semester. As explained in paragraph (2) just below, and subject to the caveat of paragraph (3), revisions for purposes of satisfying the Writing Requirement may be submitted after the deadline relevant for grading purposes.

(2) **Difference between submission for a grade and submission for certification.** Papers submitted for a course, seminar, or Supervised Research and Writing project must meet deadlines stated in Article VIII of the Academic Regulations. All grades will be determined on the basis of work submitted by the Article VIII deadline. However, with the instructor's permission, and subject to paragraph (3) below, a student may continue to work on the paper past grading deadlines for purposes of satisfying the Writing Requirement.

(3) **Caveat for sixth-semester students.** A sixth-semester student's failure to satisfy the Writing Requirement by the examination period's last day may prevent the student's participation in commencement. At a minimum, it may require notation in the commencement program that the student's JD requirements have not yet been completed.

4. Advanced Litigation and Moot Court Programs

BU Law offers programs for 2Ls and 3Ls who want a more direct experience in trial and appellate litigation. These include: Moot Court Programs, Trial Advocacy, Negotiation Competition and Client Counseling Competition. For information on Moot Court Programs or the Negotiation and Client Counseling Competitions, contact Professor Robert Volk, Room 752, 617-353-3107. For information on Trial Advocacy, contact Professor Lois Knight, Room 1224A, 617-353-5818.

5. Scholarly Categories for Yearly Academic Performance

First Year. The top five students in each section will be named G. Joseph Tauro Distinguished Scholars. Those in the top 10% of their section will be named G. Joseph Tauro Scholars.

Second Year. The top fifteen students in the second year class based on second-year grades will be named Paul J. Liacos Distinguished Scholars. Students in the top 10% of the second-year class based on second-year grades will be named Paul J. Liacos Scholars.

Third Year. The top fifteen students in the third-year class based on third-year grades will be named Edward F. Hennessey Distinguished Scholars. Students in the top 10% of the third-year class based on third-year grades will be named Edward F. Hennessey Scholars.

6. Student-Edited Journals and Journal Credit Policy

a. BU Law Journals

In the Spring semester, the Law Journals have an informational meeting for first-year students about journal membership and the writing competition. For more information on a particular journal and the journal writing competition, contact the specific journal.

Journal	Room	Phone
<i>Law Review</i>	Annex	617-353-3166
<i>Journal of Science & Technology Law</i>	545	617-353-8368
<i>American Journal of Law and Medicine</i>	1672	617-353-2953
<i>International Law Journal</i>	1870	617-353-3157
<i>Review of Banking and Financial Law</i>	1520	617-353-8935
<i>The Public Interest Law Journal</i>	535	617-353-7255

b. Journal Credit Policy

Beginning in the fall 2008 semester, a second-year student can earn two ungraded academic credits by (1) satisfactorily performing the duties that her or his journal, in consultation with the journal's faculty advisor, requires of second-year members and (2) writing a paper (usually a second-year Note) that the journal requires for membership and that the journal's faculty advisor ultimately approves as sufficient to meet the school's upperclass writing requirement (whether actually submitted to satisfy that requirement or not).

The paper must be written in compliance with the journal's note-writing process, with the deadline set by the journal and approved by the faculty advisor. The journal and faculty advisor have authority to set the deadline beyond the end of the second year, but no later than the end of the student's third year. The completion of the journal requirements and paper will result in one ungraded credit for the fall semester of second year and one credit for the spring semester of second year, irrespective of when the work is completed. Students need not petition the Academic Standards Committee for permission to complete the paper later than the second-year spring paper deadline. Students are cautioned, however, that the quality standard for the paper is a high one, and leaving its completion until the third year, especially the second semester of the third year, raises the risk that the credits will not be earned on time and that the student will find herself or himself short of the credits necessary for graduation. Students who wish to receive these credits must register for law journal credit by the end of the fall add/drop period in their second year.

Third-year students who serve on the editorial board of a journal can earn two ungraded academic credits **if** the journal editor-in-chief and the faculty advisor determine that the position qualifies for academic credit, and if the board member performs his or her duties to the satisfaction of the editor-in-chief of the journal and the faculty advisor. One credit will be assigned to the fall semester and one to the spring. Students who wish to receive these credits must register for law journal editorial board credit by the end of the fall add/drop period in their third year. In special circumstances, the journal may seek the faculty advisor's **advance** approval to split a 3L editorial board position between two people, one serving the first semester of an academic year and earning one credit for the fall semester, and the second serving the second semester and earning one credit for the spring semester. The faculty advisor will approve such an arrangement only when convinced that it is the best way both to serve the functions of the journal and to advance the students' education.

7. Centers and Institutes

Morin Center for Banking and Financial Law, Room 1524, 617-353-3023. The Morin Center conducts research and publishes studies on issues in financial services law. It is also engaged in legal education, primarily through the law school's Graduate Program in Banking and Financial Law, and awards an LL.M. degree to students who successfully complete the Program. JD students may take

courses from the Program's curriculum of twenty-four courses as well as earn a joint JD-LLM in Banking and Financial Law degree. It also publishes the Review of Banking and Financial Law, one of the six student-run scholarly journals at BU Law, and organizes the law school's Edward Lane-Reticker Speaker Series on topics in financial services law. Students may also attend lectures organized by the Center in cooperation with the Boston Bar Association such as The Buck Starts Here, a bi-weekly series focusing on the financial crisis that is divided into three parts: a) an update on regulatory reforms; b) a drill-down on a financial services issue; and c) a discussion on how a local company is coping with the financial crisis. A library of past lectures in The Buck Starts Here series as well as other activities of the Morin Center can be seen at www.bu.edu/law/morincenter. With the cooperation of non-government organizations, the Morin Center is also engaged in microfinance and foreclosure prevention.

Institute of Jewish Law, Room 1134, 617-353-3134. Through research, public lectures, conferences, publication of treatises, translation and editing of articles from Hebrew, and publication of teaching materials, the Institute explores the modern-day relevance of Jewish law. Among the Institute's publications are the following series: *The Jewish Law Annual* (17 volumes to date); *Jewish Jurisprudence* (2 volumes); *Selected Topics in Jewish Law* (7 volumes); *Jewish Law in Context* (3 volumes); and *Controversy and Dialogue in Jewish Law* (4 volumes).

American Society of Law, Medicine & Ethics, Room 1634, 617-262-4990. The Society is an independent association, housed at BU Law, which provides scholarship on issues related to the nexus of law, health care, and ethics. The Society publishes the *American Journal of Law and Medicine*, one of the six student-run scholarly journals at BU Law.

8. Clinical Programs

The Clinical and Externship Programs provide opportunities to apply classroom learning to real-life lawyering. Depending on the program, second- and third-year students may (a) represent real clients in civil cases or the prosecution or defense of criminal cases; (b) draft legislation; (c) serve as interns for judges or legislators; (d) work for attorney mentors in government, public-sector and public-interest agencies; (e) work for a human rights NGO in Geneva, Switzerland; (f) work in a government office in Washington D.C.; (g) work on death penalty cases with the Southern Center for Human Rights in Georgia; (h) work on Africa-related legislation projects.

For the Civil Litigation Program, the Criminal Clinical Programs, the Legal Externship Program, the Semester-in-Practice programs in Washington D.C., Geneva and Georgia, and the Judicial Internship Program, students must complete an application available in April online or from the Clinical Program Offices on the 12th floor.

Information on these programs is available through (1) Prof. Lois Knight, Director of Clinical and Advocacy Programs, Room 1224A, 617-353-5818; (2) brochures available in Room 1224; or (3) BU Law website.

Contact information for the individual clinics:

Civil Litigation Program: Prof. Robert Burdick, 1224D, 617-353-3148

Criminal Clinical Programs: Prof. David Rossman, 1070E, 617-353-5011

Employment Rights Clinic: Professor Lois Knight, 1224A, 617-353-5818

Legal Externship Program: Prof. Lois Knight, 1224A, 617-353-5818

Legislative Counsel Clinic/Legislative Internship: Prof. Sean Kealy, 1220A, 617-353-8373

Africa I-Parliaments Clinic: Prof. Sean Kealy, 1220A, 617-353-8373

Legislative Policy and Drafting Clinic: Prof. Robert Seidman, 1120B, 617-353-3140

Semester-in-Practice Programs (Washington D.C.; Geneva; Atlanta, Georgia): Prof. Lois Knight, 1224A, 617-353-5818

9. Dual-Degree Programs

BU Law has seven dual-degree programs with other BU graduate schools and two with BU Law LL.M. programs. Each program allows enrolled students to earn two degrees on an accelerated basis.

JD/MBA in Law and Management
JD/MS in Law and Mass Communication
JD/MA in Law and Philosophy
JD/MA in Law and Preservation Studies
JD/MBA in Law and Health Sector Management
JD/MPH in Law and Public Health
JD/MA in Law and International Relations
JD/LL.M. in Taxation (7 semester program)
JD/LL.M. in Banking and Financial Law (7 semester program)

Each program draws on a BU Law policy that allows students, after the first year, to apply up to 12 non-law graduate-level credits toward the JD. BU Law tuition for dual-degree students covers course work in both programs, up to 18 total credits per semester. (But note that students may register for a total of 17 J.D. credits each semester after first year of law school).

For further information, please contact Associate Dean Christine Marx at 617-358-1800. (For JD/LL.M. information only, please contact the Graduate Tax Office at 617-353-3105 or the Morin Center for Banking and Financial Law at 617-353-3023.)

10. Concentrations

BU Law offers students the opportunity to graduate with a certificate that demonstrates their concentrated study in Intellectual Property Law, Health Law, Business Organizations and Finance Law, International Law, or Litigation and Dispute Resolution. Students in each concentration must do a substantial paper. Completion of concentration requirements is documented, along with any honors earned, on a separate certificate rather than on the official transcript.

Students who are interested in pursuing a concentration should speak with Associate Dean Christine Marx (4th floor) and the concentration's faculty advisor early in their BU Law careers.

11. International Programs, Room 1534, 617-353-5323

BU Law's Office of Graduate and International Programs allows 2Ls and 3Ls to study international and comparative law at acclaimed foreign law schools: Harris Manchester College, Oxford University (England); Université Jean Moulin, Lyon 3 (France); Université Panthéon-Assas, Paris (France); Leiden University (The Netherlands); the University of Buenos Aires (Argentina); The Buchmann Faculty of Law, Tel Aviv University (Israel); the University of Florence (Italy); the University of Hong Kong (China); Tsinghua University, Beijing (China); Bucerius Law School, Hamburg (Germany) Universidad Pontificia Comillas, Madrid (Spain), the National University of Singapore (Singapore) and the Graduate Institute of International and Development Studies in Geneva (Switzerland). Spanish-language fluency is required for the Buenos Aires and Madrid programs. Italian-language fluency is required for Florence. Students have the option of choosing French or English-language instruction for the Lyon and Paris programs. The Oxford, Lyon, and Tel Aviv programs take place in the spring semester. The Buenos Aires, Hong Kong, Geneva, Florence, Leiden, Madrid and Singapore programs are offered in both the fall and spring semesters. The

Beijing, Hamburg and Paris (single semester; French-language instruction) programs are offered in the fall semester only. The Paris LLM program involves a full-year of study (English-language instruction) that begins in the fall semester.

A study abroad fair is held each spring, immediately followed by the application and interview period. Detailed information packets for each program are available online, <http://www.bu.edu/law/central/jd/programs/abroad/busl.html>. Interested students may contact Assistant Dean John Riccardi, or Alexis McBride, the Assistant Director, at 617-353-5323 or ofp@bu.edu.

12. Graduate Programs

The LL.M. in American Law Program, Room 1534, 617-353-5323. The LL.M. in American Law Program offers foreign-trained lawyers a Master of Laws degree focusing on American law and the American legal system. During a year of full-time study, students complete 24 credits in the JD curriculum.

The Graduate Program in Banking and Financial Law, Room 1524, 617-353-3023. The Morin Center for Banking and Financial Law administers this program, which offers (a) an LL.M. degree in Banking and Financial Law, with concentrations in American banking and financial law, compliance management, financial services transactions, international banking and financial law, lending and credit transactions and securities transactions; and (b) an accelerated seven-semester JD/LL.M. degree. JD students who have an interest in financial services are encouraged to take courses from the Program's curriculum, which concentrate on topics in banking, securities and insurance as well as economics and accounting. The Program currently offers twenty-four courses, most of which are open to JD students. The Center's list of courses may be seen at <http://www.bu.edu/law/prospective/llm/banking/courses.shtml>. For more information and to sign up, please contact the Center at banklaw@bu.edu.

Graduate Tax Program, Room 1670, 353-3105. The Graduate Tax Program offers training in tax law leading to the degree of Master of Laws (LL.M.) in Taxation. Instruction is provided by full-time BU Law faculty and experienced practicing attorneys who are adjunct faculty members. Additional information about the program can be found at <http://www.bu.edu/law/central/llm/graduate/taxation/program/index.html>. The Graduate Tax Program also offers qualified Boston University J.D. candidates the opportunity to earn an LL.M. in Taxation with only one semester of full time post-JD study. Additional information can be found at <http://www.bu.edu/law/central/jd/programs/dual/taxation/adm-req.html>.

III. BU LAW/BU POLICIES AND PROCEDURES

1. Auditing BU Law Courses

A second- or third-year student may audit a BU Law course, with appropriate notation on the BU Law transcript, provided that:

- a. The course is not closed;
- b. The student obtains the instructor's *written* permission to audit; and
- c. The instructor provides the Registrar, at the semester's end, written verification that the student attended throughout the semester.

Without Academic Standards Committee permission, a student may not convert an audited course to a graded course after the add/drop period. Audit forms are available in the Registrar's Office on the 4th floor of the Law Tower.

2. Class Cancellations or Delayed Openings

If an instructor cancels a class, the Registrar will notify students through the weekly schedules posted on the 4th floor board, a sign on the classroom door, a message on the electronic board in the lobby and (if time permits) e-mail.

During inclement weather, BU will decide whether to cancel classes campus-wide by 6 AM. Information is broadcast on the following stations: WBZ (1030 AM), WRKO (680 AM), WBUR (90.9 FM), WBZ-TV Channel 4, WHDH-TV Channel 7, and WCVB-TV Channel 5. These are the only stations authorized to announce University closings and delayed openings. This information is available also by calling 617-353-SNOW (353-7669).

If the University announces a delayed opening, BU Law classes scheduled to start earlier will be canceled. Official announcements will be made between 6 and 9 AM on the above stations.

3. Commencement Participation

All students who have fulfilled requirements for the Degree of Juris Doctor set forth in Article I of the Academic Regulations shall be entitled to participate in the BU Law Commencement. In addition, at the recommendation of the Dean or the Dean's designate, and with the Faculty's approval, students who have not yet completed all the requirements, but are expected to do so by the following January, may participate with an appropriate designation in the program.

4. University Compliance Requirements

In order to register for courses at the BU Law and the University, both full-time and part-time students must comply with the following two University policies.

Boston University uses an on-demand alert and response system called Send Word Now. In the event of a campus emergency, Send Word Now's technology allows authorized University officials to contact the entire campus community immediately through a variety of electronic means, including text messaging, e-mail, and voice mail. To ensure the effectiveness of this system, students **must** provide an emergency alert phone number on <http://bu.edu/studentlink>. Students must revisit <http://bu.edu/studentlink> each semester and confirm that the number entered is still valid. If you have questions about the Send Word Now system, please see <http://www.bu.edu/emergency/bualert/faq.html>.

The Commonwealth of Massachusetts requires that all full-time students and many part-time students enrolled in colleges and universities complete a series of immunizations. The necessary immunizations are outlined on the Student Health Services website (www.bu.edu/shs); you are informed of this requirement when you enroll at Boston University, and University officials remind you of this each year. Please check <http://bu.edu/studentlink> to learn whether this state regulation applies to you and, if so, whether Student Health Services has received the appropriate documentation.

All B.U. students, including law students, may not register for courses if they have not complied with these policies.

5. Course and Teacher Evaluations

During the last two weeks of class, instructors will distribute evaluation forms. Summaries of the numerical ratings are available in the reserve section of the Law Library, 2nd floor and on the BU Law website.

6. Evacuation Plan

BU Law has developed a comprehensive evacuation plan for cases of emergency. <http://www.bu.edu/law/central/faculty/administration/lawtower/Plan2004.pdf>. Please be sure to read the plan.

7. Exam Relief

Any student who is unable to take an examination as scheduled (*e.g.*, because of serious illness or family emergency) must contact the Registrar promptly (617-353-3115, lawreg@bu.edu). *To protect BU Law's policy of blind grading, such students must NOT contact the instructor.* Students should consult Article VII of the Academic Regulations for rules governing exam relief. Questions or problems should be directed to Associate Dean Marx at 617-358-1800.

8. Boston University Information Security Policy and Conditions of Use and Policy on Computing Ethics

Users of the University's computing facilities, including University-supported electronic mail, are on notice that the University has reserved the rights set forth in the Boston University Information Security Policy and Policy on Computing Ethics. Students should familiarize themselves as well as comply with these policies, which can be found at www.bu.edu/computing/policies/index.html.

9. Notice Concerning Recording Law School Classes

Please note that law school classroom proceedings might be recorded by the School's audiovisual department for purposes including, but not limited to, student illness, religious holidays, disability accommodations, or student course review.

Under our School of Law Disciplinary Regulations, recording devices are prohibited in the classroom except with the instructor's permission.

10. Boston University Grievance Procedure in Cases of Alleged Discrimination

The University grievance procedure in cases of alleged discrimination is in Appendix 1 of this Handbook.

11. Part-Time Employment

BU Law discourages such employment because it detracts from class preparation and understanding of course material. In accordance with the American Bar Association and BU Law rules and requirements, no student may work more than 20 hours per week during the academic year.

12. Payment of Tuition and Fees

a. Student Accounting Services, 881 Commonwealth Ave., 617-353-2264. This office handles billing for and questions related to tuition, residence charges and other applicable fees. Please note that BU does not accept credit cards for the payment of tuition and fees for full-time students.

b. Loan Forms and Deferments for Undergraduate Loans. The BU Law Registrar's Office completes enrollment verification for deferment of undergraduate loans. Federal Direct/Stafford Loan promissory notes and MEFA Loan promissory notes should be sent to the Office of Financial Assistance at 881 Commonwealth Ave. All other private loan applications should be sent to the Law Financial Aid Office.

c. Settlement of Student Accounts. University policy requires settlement by the payment deadline each semester. If payment is received after the deadline, a late fee is assessed. Settlement is accomplished through full satisfaction of current semester charges plus any previous balance through check payment and/or documentation of loans, scholarships or outside awards. Any student experiencing difficulty in settling an account should contact Student Accounting Services. The office is located at 881 Commonwealth Avenue, Lower Level, 617-353-2264, fax: 617-353-3313. After contacting Student Accounting Services to discuss payment options, the student may meet with the BU Law Registrar, Law Financial Aid, and/or the Associate Dean for Student Affairs if further information or assistance is needed.

d. Consequences of failure to settle an account. For 1L and 2L students, the consequences are: (1) grades will not be recorded or given to the student in any course taken that semester; (2) the student may not select courses for the following semester; (3) the student may not get any financial aid processed for the following semester (if the account balance is greater than \$99.99); (4) the student will not be issued transcripts or verification of enrollment; (5) financial aid awards, including loans and employment/work-study aid, will be canceled; (6) access to University facilities will be denied. For 3L students, the consequences are (1)-(6) above, and in addition: (7) the student will not receive their diploma; (8) the student may not receive private loans to cover bar-exam preparation; (9) the student will not be certified for the Bar.

13. Resident Assistantships, Office of Residence Life, 25 Buick Street (1st fl.), 617-353-4380.

Students interested in becoming a Resident Assistant in BU housing should contact this office.

14. Safety

The BU Police Department, 32 Harry Agganis Way, 617-353-2110 (emergencies only 617-353-2121), www.bu.edu/police. All officers are academy-trained and armed and enforce state law. Police patrol 24 hours a day. The Department operates with a community policing philosophy that emphasizes both prevention and enforcement in cooperation with the community.

Campus Crime Information Dissemination. The BU Police Department publishes crime and safety information and prevention tips. Current crime incident information, with victims' names withheld, is published in student and University newspapers and is available also on the Department's web site www.bu.edu/police.

Escort Security Service, Sargent Activities Center, 1 University Rd., 617-353-4877, www.bu.edu/escort. The BU Escort Security Service provides an escort (either van transportation or a pair of escorts) for BU students, faculty and staff to all destinations on campus. All University Escorts carry identification cards and communication radios. Academic year hours are: Sun-Th, 8PM to 2AM; F-Sa, 8PM to 3AM. Summer hours are: Sun-Th, 8 PM to midnight.

Reporting Emergencies and Crimes. BU encourages prompt reporting of all criminal incidents, safety-related emergencies, and suspicious circumstances on or near BU property to BU Police.

Police Services. Call the BU Police at 617-353-2121 and tell the dispatcher the location and nature of the emergency. If off-campus, dial the local police (911).

Emergency Telephone System. Five emergency telephones (the “Blue Light” phones) are located inside or near BU Law: (1) the BU Law basement (locker room); (2) between BU Law and the Library Annex; (3) in the courtyard between BU Law and the School of Theology, at the base of the stairs to Marsh Plaza and Commonwealth Ave.; (4) Bay State Rd., outside the School of Social Work and across from BU Beach; (5) Bay State Rd, and Granby St., near the Castle and Hillel House. Pressing the red button establishes a connection to the BU Police.

Medical Emergencies. Call the BU Police at 617-353-2121. If off-campus, dial 911. Tell the dispatcher the location and nature of the emergency and to call an ambulance.

Fire Safety. Sound the nearest fire alarm. Call the BU Police at 617-353-2121. If off-campus, call 911. Describe the location and extent of the fire. Leave the building, calmly, by following the EXIT signs to fire exits. Do not use elevators.

Bomb Threats in a University Building. Do not touch or move suspicious packages or objects. Call the BU Police at 617-353-2121. State information as accurately as possible, particularly the reported location of the suspicious object or the threatened area. If you are told to leave the building, do so calmly.

RAD (Rape Aggression Defense) Classes. This program is a 12-hour self-defense course for women only, offered in the evenings through four 3-hour classes. For information, see www.bu.edu/police/rad/index.html or www.bu.edu/wellness/rad.html.

15. Boston University Policy on Sexual Harassment and BU Law Policy on Equality of Opportunity in Recruiting

a. The BU Code of Student Responsibilities and University Policy on Sexual Harassment. Sexual harassment is a violation of the Student Code and subjects the offender to disciplinary action. The BU Law Disciplinary Regulations incorporate the BU Policy on Sexual Harassment, which is reprinted in full in Appendix 2 to this Handbook.

b. Procedure for Victims of Sexual Harassment. Students who have been the victim of sexual harassment may contact Associate Dean Christine Marx at BU Law and/or the BU Office of the Dean of Students. In addition, the student may wish to contact Maureen Mahoney, LICSW and Crisis Intervention Counselor. Ms. Mahoney is a psychotherapist and can provide information about reporting a sexual assault. Students may contact her at the BU Mental Health Clinic, Student Health Services, 881 Commonwealth Ave., 617-353-3569.

c. The BU Law Policy on Equality of Opportunity in Recruiting. This policy, reprinted in full in Appendix 3 to this Handbook, addresses BU Law’s procedures in cases of alleged discrimination or sexual harassment by employers.

16. Smoking Policy

Boston University has a detailed Smoking Policy; a copy is posted by the Registrar's Office door. Smoking is prohibited in all Boston University facilities and enclosed workplace areas. Violators are subject to disciplinary action.

17. Student Events/Room Reservations

Student Events. To obtain information on student events, the following should be checked regularly: the electronic lobby board, www.bu.edu/law/central, the boards in the stairwells, the 1st floor board in Upton Lounge, and the student organization board in Ring Lounge on the ground floor.

Room and Space Reservation Procedures

Classrooms. Registered student groups should contact the Law Registrar's Office first to see if a classroom is available, and then complete a room reservation form. Note that the open block periods (Mondays and Thursdays) book up quickly, so please plan well in advance. Student groups who have reserved a classroom may have snack food (such as pizza, chips, etc.) and non-alcoholic beverages in the classroom. However, the student group is responsible for cleaning up ALL food, utensils, containers, etc. before the next class since the Facilities Management crew will not have time to do this. If you had pizza, please neatly stack the pizza boxes outside the classroom since they will not fit into the trashcans in the classrooms.

Barristers Hall, Room 1270, and the Law Auditorium. Registered student groups should contact David Michaels, Reservations Manager in the Finance and Administration Office, 4th floor, for paperwork to reserve these. Additional information about room reservations and forms is available at: http://www.bu.edu/law/central/law_tower_facilities/room_reservations.html

Library Group Discussion Rooms. Sign-ups take place at the Pappas Circulation Desk. Reservations are available for the current week and for the following week during the academic year. Reservations for groups are available on a first-come, first-served basis. Individuals may use rooms that have not been reserved.

Moot Courtrooms. Student groups should contact the First-Year Writing and Advocacy Programs Office, Room 752, 617-353-3107. Reservations are first-come, first-served.

Tables in Ring Lounge/Lobby. Contact the Reservations Manager at lawres@bu.edu to reserve a table. Include the number of chairs you will need and the time and location of the table reservation. Each group is limited to five signups per week, and signups can be made only one week in advance.

18. Student Identification Cards

All BU students are issued student ID cards ("Terrier Cards"). First-year students receive ID cards at Orientation. The cards are issued at the Terrier Card Office in the lower level of the George Sherman Union (617/ 353-9966). Students who lose their cards should go to the Terrier Card Office for a replacement. A fee of \$30 is charged to replace lost, damaged or stolen cards.

19. Student Practice Certifications

Students who wish to be certified under state rules to practice in court as part of a summer or part-time job (e.g. under Massachusetts Supreme Judicial Court Rule 3:03) should see Associate Dean Christine Marx on the 4th floor.

APPENDIX 1: Boston University Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment

Boston University prohibits discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, disability, sexual orientation or other unlawful basis. The goal of the procedures outlined below is to ensure that non-discrimination is a reality at Boston University and that no person in the University community is subjected to such unlawful conduct. All members of the University community can assist in the furtherance of this goal by ensuring that complaints of discrimination are promptly directed to the departments or individuals who have been designated to receive them, in accordance with these procedures.

Any employee, student or applicant for employment or admission, who believes that he or she has been subjected to any form of unlawful discrimination, may make a complaint. Unlawful discrimination includes sexual harassment as well as harassment based on an individual's membership in any other legally protected category. Boston University will conduct a fair and impartial investigation of all such complaints, with due regard for the rights of all parties. Retaliation against any individual who has made a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of Boston University policy. The purpose of these procedures is to ensure that all complaints of discrimination are thoroughly and fairly investigated by authorized University officials who have the necessary expertise.

Any complaint of discrimination should be referred to one of the schools, departments, or individuals who are responsible for receiving or investigating such complaints. Any employee who receives a complaint but who is not specifically designated to formally handle such a complaint is responsible for directing the complainant or otherwise referring the complaint to the appropriate individual. All complaints, either verbal or written, must be referred to the appropriate office, as set forth below.

INITIATING A COMPLAINT

The process outlined in this section applies to all complaints of discrimination, except those brought by students on the basis of disability. Students who wish to file a complaint alleging discrimination based on disability should file with the Office of Disability Services, in accordance with the procedures set forth in the last section of this document.

An employee, student or applicant for employment or admission who believes that unlawful discrimination has occurred may initiate a complaint either by meeting with the appropriate individual in one of the offices listed below, or by submitting a written complaint to that individual or office. The information provided in the complaint should be as specific as possible regarding the circumstances that precipitated the complaint. The complaint should include the dates and places of the incidents at issue, the individuals involved, the names of any witnesses, any efforts to resolve the matter informally and their results, and any other pertinent information.

OFFICES IN WHICH A COMPLAINT OF DISCRIMINATION MAY BE INITIATED

There are a variety of offices available to receive complaints from students, faculty, and staff who believe they have been subjected to unlawful discrimination.

Complaints by Students

Students may initiate a complaint by speaking to the designated individual in the Dean's Office of the student's School or College, by speaking to a representative in the Office of the Dean of Students, or by contacting the Office of Equal Opportunity.

Complaints by Members of the Faculty or Staff

Faculty or Staff may initiate a complaint by contacting the Office of Equal Opportunity, or by contacting the Office of Human Resources. Employees in academic units may also initiate a complaint with the designated individual in the Dean's Office. Employees covered by a collective bargaining agreement may have additional options under that agreement for addressing complaints.

Complaints from applicants for employment or admission, visitors, or other non-affiliated individuals may be initiated in the Office of Equal Opportunity.

Complaints from students, faculty or staff at off-site locations

Any individual at an off-site location, such as Tyngsboro, Washington, D.C., overseas programs, etc., may bring a complaint to any of the above offices as appropriate, or to the on-site Director of the program.

The address and phone number for each of these offices is listed at the end of this document. Names of the designated individuals in the Dean's Offices of the Schools and Colleges may be obtained from the Dean's Office or the Office of Equal Opportunity.

INVESTIGATION AND RESOLUTION OF COMPLAINTS

The individuals and offices available to receive complaints, noted above, were selected to give all members of the University community the opportunity to initiate a complaint in a place in which they will feel comfortable doing so. These individuals and offices have the responsibility, after speaking with the complainant and/or reviewing a written complaint, to ensure that the complaint is directed to the proper office or individual for investigation.

The University has designated specific offices and individuals to investigate complaints of unlawful discrimination. Depending upon whether the individual accused of engaging in discrimination is a student, a member of the faculty, or a member of the staff, the investigation will be conducted by the designated office or individual with the appropriate expertise and jurisdiction to do so. The offices and individuals responsible for investigating complaints of discrimination are set forth below. In any particular case, the Provost or the Executive Vice President may designate which office or individual will investigate a complaint. The University will ensure that no person who is the subject of a complaint will be assigned to investigate that complaint. The Office of Equal Opportunity, if it is not conducting the investigation, and/or the Office of the General Counsel will provide advice or assistance to the investigation process.

The investigation may involve meeting with the parties, interviewing witnesses, requesting written statements from the parties, informing the person whose actions are the subject of the complaint of the allegations and/or providing to that person a copy of the complainant's statement, and/or making any other appropriate inquiries. Before any adverse determination is made, the individual whose actions are the subject of the complaint will be informed as to the nature of the complaint, and will have the opportunity to respond.

The investigation should be completed promptly so that a decision can be rendered within 45 days of receipt of the complaint. If this is not possible, the complainant will be informed of the status of the investigation within 45 days.

A confidential record of all complaints, including their disposition, will be maintained by the investigating unit. The Office of Equal Opportunity will be informed of, and maintain a confidential record of, the nature of all complaints of discrimination investigated by other units, the names of complaining parties and respondents, and the final disposition of all complaints.

Complaints Against Students

The person who receives a complaint against a student will generally refer the matter for investigation to the Office of the Dean of Students, though if a School or College has an established internal process for investigation of complaints it receives against its students, the Dean of that School or College will decide if the complaint will be investigated in accordance with that process or by the Office of the Dean of Students. The investigating office will take any action that might be appropriate based on the results of the investigation, consistent with the applicable provisions in the Code of Student Responsibilities or the disciplinary procedures of the School or College.

Complaints Against Faculty Members

The person who receives a complaint against a member of the faculty will refer the matter to the Director of Equal Opportunity, who will inform the Dean of the faculty member's School or College. If the School or College has an established internal process for investigation of complaints against faculty, the Dean of that School or College will decide if the complaint will be investigated in accordance with that process or by the Director of Equal Opportunity in consultation with the Dean or the Dean's designee. If the complaint also involves academic matters such as grades, curriculum, etc., the investigator will ensure that those matters are addressed by the appropriate officials within the School or College. The Dean of the School or College will be informed of the findings of the investigation and will determine whether further action is appropriate. Any action involving faculty will be consistent with the procedures outlined in the Faculty Handbook.

Complaints Against Staff Members

The person who receives a complaint against a member of the staff will refer the matter for investigation to the Director of Equal Opportunity, who will inform the appropriate Dean or administrative head and the Office of Human Resources. The complaint will generally be investigated by the Director of Equal Opportunity. The Director of Equal Opportunity (or other designated investigator) will provide findings, in writing, to the Dean or administrative head, who will determine what action, if any, is appropriate. Action involving staff will be consistent with any applicable collective bargaining agreement and University policies.

CONFIDENTIALITY

Every reasonable effort will be made to protect the privacy and confidentiality of all parties during the investigation, consistent with and subject to the University's need to investigate the complaint and/or implement decisions made in order to resolve the complaint. It must be understood that in order to permit the University to carry out its obligation to investigate all complaints fairly, and to ensure that non-discrimination is a reality within the University community, no representative of the University is authorized to promise complete confidentiality to any person who possesses information relevant to the investigation of a complaint, including the complainant.

Any individual who requests confidentiality before disclosing a complaint must be informed that because any apparent violation of Boston University Policy must be addressed, complete confidentiality may not be possible. An individual who insists on confidentiality as a condition of disclosing a complaint may be advised of the opportunity to consult with one of the University's medical or mental health professionals, with whom such matters may be discussed in confidence. However, consulting with these professionals does not constitute the initiation of a complaint. Medical and mental health professionals are not representatives of the University for this purpose and are not authorized to investigate or respond to complaints of discrimination.

APPEALS

In the event that the complainant believes that the resolution of the complaint has not rectified the situation, an appeal may be made. The appeal should be filed with the Director of Equal Opportunity. In the case of complaints against students and staff members, the Director of Equal Opportunity will direct

the appeal to the appropriate officer of the University for review and disposition. In the case of complaints against faculty, the Director of Equal Opportunity will consult with either the Dean of the School or College in which the faculty member is appointed (if the Dean did not make the decision being appealed) or the Provost to determine the appropriate officer of the University to whom the appeal should be directed.

An individual whose action(s) are the subject of a complaint may appeal adverse action taken as a result of the complaint. Students disciplined under the Code of Student Responsibilities should follow the appeal procedures outlined in that document. Faculty members should follow the procedures in the Faculty Handbook. Other employees should follow the grievance procedures outlined in the Personnel Policy Manual, or their collective bargaining agreement, whichever is appropriate.

These procedures shall constitute the grievance procedure mandated by the regulations implementing Title IX of the Education Amendments of 1972, and, for employees, the grievance procedure mandated by the regulations implementing Section 504 of the Rehabilitation Act of 1973. The procedure for student grievances under Section 504 is set forth in the Student Grievance Procedure In Cases of Alleged Disability Discrimination. The University's Director of Equal Opportunity, 25 Buick Street, 2nd floor, tel. 617-353-9286, is the designated coordinator for complaints arising under Title IX of the Education Amendments of 1972 and Title VI of the Civil Rights Act. The Director of Disability Services, tel. 617-353-3658, is the designated compliance officer for complaints arising under Section 504 of the Rehabilitation Act of 1973.

Questions about the University's Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment may be addressed to the Office of Equal Opportunity.

Exceptions to these procedures may be granted by the President, Provost, Executive Vice President, Medical Campus Provost, or the General Counsel.

Offices where complaints may be initiated:

Office of Equal Opportunity

25 Buick St., Boston, MA 02215

(617) 353-9286

Office of the Dean in the individual's School or College

Office of the Dean of Students

775 Commonwealth Ave., Boston, MA 02215

(617) 353-4126

Office of Human Resources, Charles River Campus

Employee Relations Representatives

25 Buick St., Boston, MA 02215

(617) 353-4044

Office of Human Resources, Medical Campus

Director of Personnel

Location: 801 Massachusetts Ave., Suite 400, Boston, MA 02118

(617) 638-4610

STUDENT GRIEVANCE PROCEDURE IN CASES OF ALLEGED DISABILITY DISCRIMINATION

Boston University prohibits discrimination against any individual on the basis of physical or mental disability. This policy extends to all rights, privileges, programs and activities, including housing, employment, admissions, financial assistance, educational and athletic programs. It is also the policy of Boston University to provide reasonable accommodations to persons with disabilities unless such accommodations would impose an undue burden or fundamental alteration to the program in question. The purpose of these procedures is to ensure that all complaints of discrimination based on disability are thoroughly and fairly investigated by the authorized units of the University. Boston University will conduct a fair and impartial investigation of all allegations of discrimination, with due regard for the rights of all parties. Retaliation against any individual who has filed a complaint of discrimination, or who has cooperated in the investigation of such a complaint, is unlawful and in violation of Boston University policy.

When a student believes that he or she has been discriminated against on the basis of disability, he or she may file, in writing, a formal grievance with the Director of the Office of Disability Services, who is the University's compliance officer for Section 504 of the Rehabilitation Act of 1973. The statement should be as specific as possible regarding the actions(s) or inaction(s) that precipitated the grievance: date, place, persons involved, efforts made to settle the matter informally, and the remedy sought.

If a student with a grievance alleging disability discrimination is also employed by the University, and the grievance arises out of the student's employment, the grievance may be filed under the University's Complaint Procedures in Cases of Alleged Unlawful Discrimination or Harassment. If the Director of Disability Services receives a grievance which appears to allege disability discrimination arising out of a student's employment, the grievance may be referred to the appropriate office to be handled under the policy applicable to employees.

Where the grievance arises out of a decision made by the Office of Disability Services regarding a student's eligibility for academic or other accommodations, the grievance will be forwarded for investigation to the Provost. Grievances otherwise involving academic matters, for example, cases in which grades are disputed, will also be forwarded to the Provost, who will determine which office(s) should conduct the investigation. Otherwise, the Director of Disability Services shall investigate the matters set forth in the written grievance. In conducting this investigation, the investigator may forward a copy of the grievance statement to the persons whose actions (or inactions) are the subject of the grievance, and may request a written response from appropriate individuals in the University. The investigator may also choose to interview witnesses, to meet with concerned parties, to receive oral or written statements, and to make other appropriate inquiries.

After completing the investigation, the investigator will forward a copy of a report and recommendation to the appropriate University official. If the complaint arises out of an academic unit, the report will be forwarded to the dean of the appropriate school or college, unless he is the subject of the grievance. In such cases, the report will be sent to the Provost. If the complaint arises from a nonacademic unit, the report will be forwarded to the administrative head of the unit, unless he is the subject of the grievance. In such cases, the report will be forwarded to the Dean of Students, who will forward it to the appropriate officer of the University.

Within forty-five (45) days of the filing of the grievance, the Provost, dean, or administrative head will render a decision on the merits of the student's complaint. If resolution is not possible within forty-five (45) days, the Provost, dean, or administrative head shall inform the student of the status of the investigation.

Copies of the decision by the Provost, dean, or administrative head will be sent to the student, the Provost (when not issued by him), and the Director of Disability Services. A copy may also be sent to the department and/or the persons whose actions (or inactions) are the subject of the grievance, as appropriate.

In the event that the student is not satisfied with the resolution of the grievance, an appeal may be made. The appeal should be filed with the Office of Disability Services, who will direct the appeal and all appropriate records to the appropriate office of the University for review and disposition.

Copies of the decision will be maintained in the Office of the Provost and the Office of Disability Services.

These procedures shall constitute the grievance procedure mandated by regulations implementing Section 504 of the Rehabilitation Act.

Questions about the University's Student Grievance Procedures in Cases of Alleged Disability Discrimination should be addressed to the Office of Disability Services.

Exceptions to these procedures may be granted by the President, Provost, Executive Vice President, Medical Campus Provost, or the General Counsel.

June 2006

APPENDIX 2: Boston University Policy on Sexual Harassment

Boston University is committed to the principle that no employee, student, or applicant for employment or admission should be subject to sexual harassment. The University strives to provide workplaces and learning environments that promote equal opportunity and are free from illegal discriminatory practices, including sexual harassment.

Sexual harassment is a violation of federal and state laws and University policy, as is retaliation against any individual who in good faith files a complaint of sexual harassment or cooperates in the investigation of such a complaint. Upon receipt of a complaint of sexual harassment or retaliation, Boston University will undertake a fair and thorough investigation, with due regard for the rights of all parties. Every reasonable effort will be made to protect the confidentiality of the parties during the investigation. After an investigation, any person who is found to have sexually harassed or retaliated against another will be subject to discipline, up to and including termination of employment and, if a student, expulsion from Boston University.

Definition of Sexual Harassment

Sexual harassment is defined as sexual advances, requests for sexual favors, and any other verbal or physical conduct of a sexual nature, whether intentional or unintentional, where:

an individual's submission to or rejection of the conduct is made, either explicitly or implicitly, a term or condition of employment or of status in a course, program, or activity, or is used as a basis for an employment or academic decision; or

the conduct has the purpose or effect of unreasonably interfering with an individual's work performance, academic performance, or educational experience, or of creating an intimidating, hostile, humiliating, or offensive working, educational, or living environment.

Examples of Conduct Which May Constitute Sexual Harassment

It is not possible to list all circumstances that might constitute sexual harassment. In general, sexual harassment encompasses any sexually related conduct which causes others discomfort, embarrassment, or humiliation, and any harassing conduct, sexually related or otherwise, directed toward an individual because of that individual's sex. Such conduct is subject to this policy whenever it occurs in a context related to the employment or academic environments, or if it is imposed upon an individual by virtue of an employment or academic relationship.

A determination of whether conduct constitutes sexual harassment is dependent upon the totality of the circumstances, including the pervasiveness or severity of the conduct. The Massachusetts Commission Against Discrimination lists the following as examples of conduct which may constitute sexual harassment:

Unwelcome sexual advances – whether they involve physical touching or not;

Sexual epithets, jokes, written or oral references to sexual conduct, gossip regarding one's sex life, comment on an individual's body, comment about an individual's sexual activity, deficiencies, or prowess;

Displaying sexually suggestive objects, pictures, or cartoons;

Unwelcome leering, whistling, brushing against the body, sexual gestures, or suggestive or insulting comments;

Inquiries into one's sexual experiences; and

Discussion of one's sexual activities.

In order to constitute sexual harassment, conduct must be unwelcome. Conduct is unwelcome when the person being harassed does not solicit or invite it and regards it as undesirable or offensive. The fact that a person may accept the conduct does not mean that he or she welcomes it.

As a university, Boston University, its employees and students also must be aware of the need for freedom of inquiry and openness of discussion in its educational and research programs, and must strive to create and maintain an atmosphere of intellectual seriousness and mutual tolerance in which these essential features of academic life can thrive. No university can or should guarantee that every idea expressed in its classrooms or laboratories will be inoffensive to all; pursued seriously, education and scholarship necessarily entail raising questions about received opinions and conventional interpretations. Boston University does guarantee, however, that credible accusations of inappropriate sexual remarks or actions will be investigated promptly, thoroughly, and fairly.

Complaints

If you have questions or concerns about sexual harassment, or if you wish to file a complaint of sexual harassment, you are strongly encouraged to contact immediately the appropriate person listed below:

Faculty, staff or applicants for employment: Contact the Office of Equal Opportunity, 25 Buick Street, 617-353-9286. Medical campus employees and applicants may also contact the Medical Campus Office of Human Resources, 801 Massachusetts Ave., Suite 400, 617-638-4610.

Students: Contact the Office of the Dean of Students, 775 Commonwealth Avenue, 617-353-4126 or the Office of Equal Opportunity, 25 Buick Street, 617-353-9286. Students living in campus residences may also contact their local hall or area office.

Applicants for admission: Contact the Office of Equal Opportunity, 25 Buick Street, 617-353-9286.

Employees covered by a collective bargaining agreement: Specific provisions of the agreement may provide additional options for addressing a sexual harassment complaint.

Some of the schools and colleges at Boston University have also established their own procedures for handling issues of sexual harassment. Faculty, students, and staff who are members of academic units may contact the office of their dean to determine whether to use these complaint procedures.

Nothing in this policy is intended to limit the authority of Boston University to take appropriate disciplinary action against any individual who violates University rules or policies, whether or not the conduct constitutes sexual harassment under law or University policy.

State and Federal Agencies

In addition to the above, you may file a formal complaint with the government agencies listed below:

Faculty, staff, applicants for employment, or students: Massachusetts Commission Against Discrimination; One Ashburton Pl., Rm. 601; Boston, MA 02108; 617-994-6000

Faculty, staff, or applicants for employment: United States Equal Employment Opportunity Commission; John F. Kennedy Federal Building, 475 Government Center, Boston, MA 02203; (800)-669-4000

Students, applicants for admission, faculty, staff, or applicants for employment; Office for Civil Rights, U.S. Department of Education, Region I; 33 Arch Street, Suite 900, Boston, MA, 02110; (617) 289-0111

APPENDIX 3: BU Law Policy on Equality of Opportunity in Recruiting

1. **Policy.** Subject to section 3 below, BU Law affords use of its facilities and services only to employers who neither:

- a. discriminate on the basis of race, color, religion, national origin, sex, age, handicap or disability, marital status, parental status, veteran status, or sexual orientation; nor
- b. engage in sexual harassment, on and off the campus of BU Law.

Students are encouraged to notify the Career Development Office (“CDO”) of all violations of this Policy.

2. **Procedure.** This procedure applies both to employers who use BU Law’s Career Development Office facilities and recruitment services, and to employers who do not, but who employ any BU Law student or who violate the policy in the hiring process. Complaints will be entertained only from persons who were victims of the alleged discrimination or harassment.

a. **Oral Complaint (“complaint”)**

(1) If a law student believes that an employer has violated the Policy, s/he is urged to promptly inform the Director of the CDO (the “Director”). The Director shall promptly speak with the student and take notes of their conversation. The Director shall also provide the student with a copy of this policy and the names of persons willing to serve as advisors to the student under paragraph 2.b(9) below, and shall encourage the student to seek such advice.

(2) If, following the interview with the Director, the student does not wish to pursue the matter, the employer will not be informed of the oral complaint.

(3) The Director shall keep a record of the conversations described in paragraph 2.a. (1) above. Upon receiving an oral complaint, the Director shall review the CDO records for any prior oral or written complaints against the same employer. If there have been three different complaints about the same employer within a two-year period, the Director shall bring the complaints and their dispositions to the attention of the Career Planning, Placement, and Clerkship Committee (the “Committee”). At its next meeting, the Committee shall determine whether, on its own initiative, to undertake an inquiry into the employer’s conduct.

b. **Written Complaint**

(1) A student who wishes to have his or her complaint recorded and pursued may submit a written complaint to the Director.

(2) Upon receiving the complaint, the Director will promptly interview the complainant concerning the matter and review CDO records for any previous oral or written complaints against the employer. If the Director determines that reasonable cause exists to believe that a violation of the Policy has occurred, the Director will contact the employer and attempt to resolve the complaint informally. If efforts to resolve the complaint informally are unsuccessful the Director shall communicate the allegations of the complaint to the employer in writing (the “Letter”). If the complaining student so requests, the Director shall preserve the student’s anonymity to the extent practical.

(3) Any student who submits a complaint and subsequently decides not to pursue the matter may withdraw the complaint. If the employer has already been contacted, the employer will be informed that the student has withdrawn the complaint and that, nonetheless, the employer may respond to the substance of the complaint.

(4) If the employer admits to all the facts, and admits that they constitute a violation of the Policy, the Director shall report this to the Committee. The Committee may then recommend a remedy, as described in paragraph 2.b. (7) (a).

(5) If the Director or student concludes that the employer's response (the "Response") to the Letter is unsatisfactory or if the employer has failed to respond within 30 days, the Director shall forward copies of the complaint, Letter, and Response to the Committee. At the next scheduled meeting of the Committee, but no later than 30 days following the Director's receipt of the Response, the Committee shall meet to deliberate upon the matter and, in its discretion, appoint a special investigator (see paragraph 2.b.(6)) or a hearing panel (see paragraph 2.b.(7)).

(6) Where appropriate, the Committee shall ask a member of the Faculty to serve as a special, impartial investigator for purposes of finding facts and making recommendations. If an investigator is appointed, the investigator's recommendation may include a recommendation that a hearing be held (see paragraph 2.b. (7)). In making recommendations, the investigator may consult with the Committee. The record shall include a statement from the investigator.

(7) Procedure

(a) If the Committee finds that a hearing is essential to full and fair resolution of the complaint, it may appoint a hearing panel composed of three Committee members, at least two of whom shall be members of the faculty and a third who, at the option of the complainant, may either be a student or faculty member. The Director shall provide the student and employer with reasonable notice of the hearing, and inform them of the procedures to be followed. The procedure will be informal. The student and the employer may: (i) appear with the assistance of counsel; (ii) present testimony and other evidence; (iii) question any witness. All proceedings shall be tape recorded.

If the determines that this Policy has been violated, it shall report its findings to the Committee, together with its recommendation for a remedy, including any or all of the following: (i) a letter of reprimand to the employer; (ii) agreement that the employer will apologize and/or make amends in another fashion; (iii) notice of the violation to the BU Law community; (iv) temporary or permanent suspension from the use of CDO facilities. In making its recommendation, the panel shall consider, among other things, the seriousness of the violation, whether the violation was an isolated incident or pattern of behavior, and the extent of any remedial measures taken by the employer.

Upon receipt and review of the panel's report, the Committee shall notify the parties in writing of its findings and recommendations, and shall also notify the Dean. If there is a recommendation to suspend or exclude the employer from the use of the CDO facilities, the Committee shall first report that recommendation to the Dean for approval.

(b) Notice of the violation to the BU Law community (see paragraph 2.b. (7) (a) (iii) above) is meant to protect students and help guide their career choices. It shall consist of keeping a Discrimination Complaint File, that is available to students, containing a list of complaints that have been acted on by the Committee and including the name of the entity against whom the complaint was made, a general description of the complaint, whether the Complaint was sustained or dismissed and the nature of the penalty, if any. The name of the complainant shall not be included in the file. The CDO general file relating to the employer in question will alert students to the existence of information about the employer the Discrimination Complaint File. Documents shall be kept in the Discrimination Complaint File for three years.

(c) In all cases the Director shall inform the student of his/her option to pursue appropriate remedies before the MCAD, EEOC, or other agencies with suitable investigative and

adjudicatory powers to resolve contested discrimination claims. At the conclusion of such external proceedings, any student or complainant who has graduated from BU Law may request the Committee to take action based on any relevant findings.

(8) BU Law shall use reasonable efforts to maintain the confidentiality of the identity of the parties to any complaint during the investigation of a complaint. However, upon determination that an employer has violated the Policy and that a remedy should be imposed, the name of the employer and the remedy may be revealed as provided in paragraph 2.b. (7) (b).

(9) Any person seeking information or advice about BU Law's Policy, any complainant, and anyone alleged to have engaged in harassment may be accompanied, aided, or represented by a friend, an advisor, or by counsel at any stage of the process. Upon request, the Associate Dean for Student Affairs will endeavor to provide names of BU Law students, staff, or faculty who might be willing to serve as advisers.

(10) This policy applies only to issues involving recruitment/employment with non-Boston University employers.

3. **Special provision related to Department of Defense access.** Under federal law, funds available under appropriations acts for the Departments of Defense, Transportation, Labor, Health and Human Services, Education and related agencies may be withheld from schools that prohibit or in effect prevent the Secretary of Defense from obtaining access to students on campus for military recruiting purposes. So long as this law is in effect, BU Law will afford the Secretary of Defense use of its facilities and services on the same basis as employers who do not discriminate on the basis of sexual orientation, notwithstanding any actual or alleged discrimination on the basis of sexual orientation by the United States Department of Defense.

APPENDIX 4: BU Law Administrative Offices

(For a more comprehensive list, see the BU Law website.)

	Room	Phone
Academic Affairs, Associate Dean	1070H	353-3098
Admissions	1324	353-3100
Alumni Center	424	353-3118
Audio/Visual Services, Law	564	353-3162
Building Superintendent	B78	353-2144
Career Development Office	1374	353-3141
Clinical, Trial Advocacy, & Externship Programs	1224	353-3148
Clinical Civil Programs	1224	353-3148
Clinical Criminal Programs	1220	353-3131
Communications and Marketing	1620	353-3097
Dean's Office	485	353-3112
Events	1620	353-8011
Finance and Administration	452	358-4760
Financial Aid	1320	353-3160
First Year Writing Program; Moot Court Programs	752	353-3107
Graduate and International Programs Office	1534	353-5323
Graduate Tax Program	1670	353-3105
Jewish Law, Institute of	1134	353-3134
Legislative Policy and Drafting Clinics	1120B	353-3140
Legislative Counsel Clinics	1220A	353-8373
Library, Pappas Law	232	353-3151
Morin Center for Banking and Financial Law	1524	353-3023
Registrar's Office	444	353-3115
Semester in Practice Program	1224	353-3148
Student Affairs, Associate Dean	472	358-1800
Systems and Technology	1770	358-5555

APPENDIX 5: BU Law Student Journals and Organizations

Journals	Room	Phone	
American Journal of Law & Medicine	1672	3-2953	
International Law Journal	1870	3-3157	
Public Interest Law Journal	535	3-7255	
Journal of Science & Technology Law	545	3-8368	
Law Review	Annex	3-3166	
Review of Banking and Financial Law	1520	3-8935	
Organizations	Room	Phone	E-mail
American Constitution Society			busl.acs@gmail.com
Art Law Society			
Asian Pacific-American Law Students Assoc.(APALSA)	845	3-6158	
Better Living at BU Law			
Black Law Students Association (BLSA)	845	3-4703	bublsa@bu.edu
Christian Legal Society			
Communications, Entertainment, & Sports Law Association (CESLA)	845	3-3165	cesla@bu.edu
Education and School Law Association			
Environmental Law Society	835	3-3399	busl.els@gmail.com
Federalist Society			
Finance and Real Estate Club			
Health Law Association			
Human Rights Law Society			
Intellectual Property Law Society			buiplaw@bu.edu
International Law Society (ILS)	845	3-3165	ils@bu.edu
J. Reuben Clark Law Society			jrcls@bu.edu
Jewish Law Students Association (JLSA)	835		jlsabu@gmail.com
Latin American Law Students Association (LALSA)			bulalsa@yahoo.com
Law Students for Reproductive Justice			
Legal Follies	G31	3-7029	follies@bu.edu
Muslim Law Students Association			bumlsa@gmail.com
National Security Law Society			
Older Wiser Law Students (OWLS)			owls@bu.edu
Outlaw	280	3-8974	outlaw@bu.edu
Phi Alpha Delta			
Public Interest Project (PIP)	1440	3-4772	pip@bu.edu
Running Club			bulawrunning@gmail.com
Shelter Legal Services	855	8-3874	
Softball Club			
South Asian Law Students Association (SALSA)	845	3-3165	bulawsalsa@gmail.com
Student Government Association (SGA)	G30	3-3095	sgalaw@bu.edu
Women's Law Association (WLA)	280 3-8974		wlabu@bu.edu