



Boston University School of Law

**LL.M. in American Law
Program**

2009-2010

Student Handbook

Office of Graduate and International Programs

Boston University School of Law

765 Commonwealth Avenue

Room 1534

Boston, MA 02215

Tel: 617-353-5323 or 617-353-5324

Fax: 617-358-2720

Email: gradint@bu.edu

Web: www.bu.edu/law/americanllm

2009-2010 LL.M. IN AMERICAN LAW PROGRAM STUDENT HANDBOOK

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I. STUDENT SERVICES

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

As keeper of student records and transcripts, 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 and state bar information should be directed to this Office. Please note: the OGIP cannot issue BU Law transcripts to students. 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 in the BU Law Registrar's Office. There is no fee for unofficial transcripts or official transcripts issued directly to students.

Please note that the Office of Graduate and International Programs (OGIP) is the office that registers LL.M. in American Law students in their classes. Therefore, all requests and inquiries regarding your enrollment in classes should be directed to the OGIP. The OGIP also manages information regarding waiting lists for LL.M. students who seek entry to classes announced as "closed."

LL.M. in American Law students' records, including transcripts submitted as part of a student's application from schools attended prior to Boston University School of Law (BU Law), are kept on file in the OGIP. LL.M. students may obtain copies of their prior transcripts and have these notarized at BU Law for bar exam application purposes only. Please contact the OGIP with requests for copies and notarization of prior transcripts, and allow five business days for processing.

The Registrar's Office also establishes class and exam schedules for spring and fall semesters, administers all exams, and processes grades. You should regularly visit www.bu.edu/law/jd/registrar for information regarding classes and schedules. Fall semester grades are usually made available in late January and spring semester grades are made available in May on the Friday before graduation.

Notary Public service is located in both the OGIP and the Registrar's Office (4th Floor). Outgoing stamped US mail and interoffice mail services are located in the Registrar's Office.

2. **Advising, Counseling, and Mentoring Services (For mental health counseling, refer to Health and Counseling Services)**

School of Law – John Riccardi, Assistant Dean for Graduate and International Programs, and Alexis McBride, the Assistant Director of the Office of Graduate and International Programs, are available to meet with students to discuss academic or personal issues. Both are available in the OGIP, Room 1534; tel: 617/353-5323; email: jriccard@bu.edu and mcbridea@bu.edu. While LL.M. students receive academic counseling from the Directors and staff of their respective programs, students should feel free to contact Dean Riccardi if they are having adjustment problems or emotional difficulties, including depression or anxiety. Dean Riccardi can assist with school issues and can explain what University and community counseling resources are available. He is available at the Office of Graduate and International Programs in room 1534; tel: 617/353-5323; email: jriccard@bu.edu. (Please also refer to #14 in the "Student Services" section of this handbook.)

3. **Audio-Visual (School of Law)**, Room 564; 617-353-3162; lawav@bu.edu

The Law School provides audio and visual support, including sound reinforcement, overhead projectors, and audio taping. Law A/V is responsible for most of the taping required by the Moot Court and Trial Advocacy Programs. Multimedia services are available for registered student organizations, guest speakers and other occasions (based on availability). Student organizations must request A/V equipment at least two weeks in advance.

4. **Banking Services**, George Sherman Union (GSU), 775 Commonwealth Avenue.

Both Bank of America and Century Bank have branch offices and Automatic Teller Machines (ATMs) in the GSU.

5. **Career Development Office**, Room 1374; 617-353-3141; www.bu.edu/law/careers

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; and businesses.

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, including numerous links to job search websites, are accessible on the School of Law's website. Job postings are available in the office and online. CDO information is available through weekly notices on the BU Law website.

Sarah Marshall, Esq. is Assistant Director for LL.M. Career Advising and sits in the Office of Graduate and International Programs. She is available to meet with current LL.M. students and alumni throughout the summer and academic year. Before joining BU Law, Sara worked as an attorney in the Boston office of Mintz, Levin, Cohn, Ferris Glovsky and Popeo, PC, where she practiced corporate bankruptcy, restructuring and commercial law and was active in the firm's recruitment program. Sara also has experience working in pre-professional advising at Massachusetts Institute of Technology.

Current students and alumni can easily make a phone or in-person appointment with Sara by visiting the Online Appointment System (<http://www.bu.edu/law/central/llm/career/meet-your-career-advisor.shtml>).

Throughout the academic year, Sara will lead hands-on workshops specifically designed for international LL.M. students and will instruct students on the American style of résumé writing, interviewing skills, networking, and targeted mailings. These workshops will be held in the fall semester to enable international LL.M. students to prepare for the International Student Interview Program (ISIP) held at New York University in January 2009. Sara will also be available to offer counseling sessions to provide students with individualized advice and mock interviews to hone important interviewing skills. Please visit the LL.M. Career Advising section of the website for further information (<http://www.bu.edu/law/central/llm/career/>).

6. **Communication and Information**

Office of Graduate and International Programs Email. The OGIP will primarily communicate with students via email. Students should check their email daily for important announcements and program information. Also, please be sure to delete any old or unnecessary messages so that your mailbox will continue to receive messages and not become full. If you prefer to be contacted at an email address other than your BU email address, please let us know so that we can direct all emails accordingly (email your preferred address to gradint@bu.edu).

Friday Reminders. Every Friday, Alexis McBride, the Assistant Director, will send an email containing a list of important information regarding courses, upcoming social events, deadlines, and other OGIP announcements. Please be sure to read through this each week! Friday Reminders will also be posted on the BU Law website for your reference. If you have specific announcements you would like to include in the Friday Reminders, please email Alexis at mcbridea@bu.edu.

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

Lobby: Postings by Registrar's Office and CDO. A dry erase board in the entrance lists daily administrative announcements and events. Also, the board by the SBA Office lists SBA announcements.

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

Upton Lounge (1st Floor): Flyers, posted daily on the board above the mail files

2nd Floor: Information on awards and competitions

4th Floor: Information on course assignments/schedules and student employment

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

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

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 foreign-study programs

All students should regularly check the following boards: all lobby boards; the Registrar's boards on the 4th floor; the 7th floor boards; the 13th floor boards for Career Development Office news; and the 15th floor boards.

Students may use open boards in stairwells to post notices about BU Law events, social functions and housing information (as 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 SBA.

7. Computer Labs, and E-mail/Internet Access

BU Law Computer Labs, 617-353-7460. The Law Tower has four computer labs for student use. Three are located on the 3rd floor. The fourth is on the 2nd floor, in the Library. Each of the 75 Pentium computers has Windows XP, Office 2002 (XP), WordPerfect 2002, and internet access (which includes access to LexisNexis and Westlaw). The labs are equipped with laser printers. Each student may produce 500 free copies each year, with additional copies available for a fee (copy cards with the 500 free copies are provided in the LL.M. Orientation packages). The price per copy ranges from \$.05 to \$.10, depending on how many copies are pre-purchased on a printing card. A help desk answers questions about the labs' computers.

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

E-mail and internet access. Students have free access to e-mail and internet services. To set up an account, go to the OIT office or www.bu.edu/pcsc/e-mail. All students must have a BU e-mail account, as much official communication will be disseminated only through e-mail. Those who prefer to use a commercial ISP should be sure to forward their BU e-mail to their non-BU addresses. A link to set up forwarding is available at the above web address. Consultants are available to answer students' questions regarding their email accounts at the Consulting Services Help Desk, adjacent to the PC lab in the basement of 111 Cummington Street (617-353-2784, help@acs.bu.edu, www.bu.edu/cc).

OIT's Personal Computing Support Center (PCSC) 617-353-7272. www.bu.edu/pcsc; pcsc@bu.edu Provides help and training for Windows-based and Apple computers. Technical support, file conversion, virus removal, self-paced training, scanning and other services are available. Tutorials on a variety of subjects are offered at the PCSC Classroom, 100 Cummington St. The PCSC Office is open M-F, 9-5, with extended evening hours during the fall and spring semesters. Summer, intersession, and holiday hours may vary.

8. 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 permanent or temporary disability should 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 two weeks' time 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. For further information regarding academic accommodations due to a disability, see Assistant Dean John Riccardi in the Office of Graduate and International Programs.

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

10. 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 related to childcare programs in the surrounding communities of Boston University. The office also provides a listing of BU students with childcare experience who are available for babysitting on a short-term basis. The Office runs public school vacation programs for children in kindergarten through grade 5 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.

11. Financial Aid Office, Room 1320; 617-353-3160; www.bu.edu/law/finaid

The Law Financial Aid Office makes all BU Law scholarship, loan and federal work-study awards. It also offers loan and debt management counseling, provides information on loan consolidation, reviews loan policies and procedures, coordinates and tracks the status of federal and private loans that the BU Office of Financial Assistance processes and helps resolve problems with students' accounts. Please note that the School of Law awards only a very small number of LL.M. applicants with scholarship assistance through the LL.M. Scholars Program, in recognition of their outstanding academic achievement. In general, Boston University does not offer financial assistance for foreign students enrolled in the LL.M. in American Law Program. Foreign applicants ordinarily obtain educational loans or assistance from sources in their home countries. For help in locating sponsoring organizations, contact your embassy, the U.S. Embassy or consulate, or U.S. Information Agency in your country. On the Internet, you can search educational funding sources at www.finaid.org.

If an LL.M. student is a citizen of the United States (or has arranged for a citizen of the United States to act as a guarantor) the student may be eligible for certain limited loan programs. Please contact the Financial Aid Office for more information.

12. Food

BU Law Café (first floor). Students may purchase bagels, muffins, salads, sandwiches, soup, snacks, coffee, and other beverages. The café is open during the school year Monday -Thursday, 8:00 AM-3:30 PM, and Friday, 8:00 AM-2:00 PM.

Vending machines. Vending machines for beverages and snacks are located on the ground, 1st, and 12th floors.

Other BU food services near BU Law. The BU Club at the Castle (also known as “the Pub”) serves sandwiches and beverages (225 Bay State Road). The Union Court at the GSU offers a variety of food-services, including a large salad bar, a deli, pizza, fast food, a coffeehouse, a bagel shop, and a juice bar (775 Commonwealth Avenue).

13. Good Standing and Enrollment Letters

LL.M. in American Law students who need letters of good standing or enrollment should contact the Office of Graduate and International Programs (Room 1534, 617-353-5323, gradint@bu.edu). Please note that the OGIP cannot write general letters of good standing. They must be addressed to a specific individual and/or school.

14. 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 mental health clinic, an infirmary 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:

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.

Mental Health and Counseling Clinic (academic year), 617-353-3569. A board-certified psychiatrist directs a staff of psychiatrists and psychologists who provide short-term and confidential mental-health services. Longer-term problems are referred to appropriate facilities.

Infirmary (academic year), 617-353-3578. An 8-bed infirmary is available for students who have illnesses of moderate severity. The infirmary nursing staff provides round-the-clock care. If needed, the patient will be transferred to a nearby hospital.

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 Monday-Friday, with evening hours Monday-Thursday.

NOTE: Students are financially responsible for all services received outside SHS – i.e., the student must either pay for the service or file an insurance claim form and then pay any unpaid charges not covered by insurance.

Services not affiliated with or endorsed by Boston University:

Planned Parenthood of Massachusetts, 1055 Commonwealth Avenue, Boston, MA 02215; 617-616-1600 or toll free 800-258-4448, <http://www.pplm.org>. Planned Parenthood offers birth control; pregnancy testing, counseling and options, including abortion; sexually transmitted infections exams and treatment; and anonymous and confidential HIV testing and counseling.

Fenway Community Health, 7 Haviland Street, Boston, MA 02115, 617-267-0900 or toll free 888-242-0900, www.fenwayhealth.org. Fenway Community Health specializes in gay and lesbian health care needs including HIV counseling and testing and mental health and addiction services. Fenway

Community Health's Gay and Lesbian Helpline at 617-267-9001 or toll free at 888-340-4528 provides free confidential information, referrals, and support to callers seven evenings a week.

NOTE: Students are financially responsible for all services received outside SHS – i.e., the student must either pay for the service or file an insurance claim form and then pay any unpaid charges not covered by insurance.

15. Housing

BU Orientation and Off-Campus Services Office, Room B-01, basement of the George Sherman Union (GSU); 617-353-3523; www.bu.edu/orientation This Office maintains a listing of local off-campus housing. Students may access or post listings either through www.bu.edu/studentlink, www.bu.edu/orientation, or in person at the office. You will need a BU email account (a BU login username and Kerberos password) to access the listings. Click on www.bu.edu/studentlink, then on "Food and Shelter," then "Off-Campus Housing." Follow the rest of the instructions. To view listings at the office, regular business hours are 8:00 AM-6:00 PM, Monday through Friday. When visiting the office, students must present a valid BU ID card.

BU Office of Rental Property Management, 19 Deerfield St.; 617-353-4101. For apartments owned by BU, contact this office.

Roommate List, BU Law Admissions Office, Room 1324; 617-353-3100. 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.

Landlord – Tenant Issues. To learn more about the rights and responsibilities of being a tenant in Massachusetts, students should review the *Massachusetts Guide to Tenants' Rights* at www.state.ma.us/consumer/Pubs/tenant.htm.

16. The Howard Thurman Center, GSU, 765 Commonwealth Avenue; 617-353-4745; Thurman@bu.edu

The Thurman Center preserves, shares and interprets the legacy of Dr. Howard Thurman. The Center focuses on race, culture and ethnicity and works to build community among individuals, groups, races, cultures, religions and ethnicities, based on Howard Thurman's belief in *The Unity of All People*. The Thurman Center is a department of the Boston University Office of the Dean of Students.

17. International Students and Scholars Office (ISSO), 888 Deerfield St.; 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 register with the ISSO before beginning law school studies.** The ISSO Advisor for the Law School and all LL.M. students is David Enderlin (davend@bu.edu, 617-353-3565).

Travel Signatures. LL.M. students who are planning to leave the United States during the course of their studies (for vacation or to return home during breaks) may be required to obtain a travel signature on their Form I-20 or DS-2019 to be readmitted to the United States. To request a travel authorization signature on your Form I-20 or DS-2019, please visit the ISSO with your passport containing the visa stamp and Departure Record (I-94 card). Travel signature requests are usually processed in one business day. However, in case of complications with your documents or record, ISSO recommends that you request your travel signature at least one week in advance of the day you plan to travel.

Optional Practical Training and Academic Training. In the spring semester, ISSO will provide LL.M. students with information about how to apply for Optional Practical Training (OPT). Optional Practical Training (OPT) is a benefit of F-1 immigration status that permits up to 12 months of off-campus employment upon completion of a degree program for the purpose of gaining practical work experience. While the student may work for any employer in the U.S., the job duties must be directly related to the student's major area of study and commensurate with the student's educational level. Once approved for OPT, the student may work for one or more employers at the same time, and may change jobs as often as desired within the OPT authorization period. For more information on F-1 OPT, visit, <http://www.bu.edu/isso/students/current/fl/employment/off-campus/optional.html>. J-1 students are eligible for a similar benefit, called Academic Training (AT). For more information on J-1 Academic training, visit <http://www.bu.edu/isso/students/current/j1/employment/academic.html>.

18. Library and Computer Teaching Labs (Pappas Law Library), 2nd and 3rd Floors and Annex; 617-353-3151; www.bu.edu/lawlibrary

The Law Library provides students with research and computer facilities, resources, training and services. The Library's collection exceeds 650,000 volumes and includes federal and state legal materials, legal periodicals and treatises. 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 conduct tours and orientations, teach legal research classes and refreshers, and provide daily reference and research assistance, as well as interlibrary loan, circulation, and reserve services. The Library's website includes information on library services and training and extensive research guides, with links to the most useful sites for electronic research. The BU Libraries Web Catalog includes materials owned by all libraries on campus.

A Library news webpage specifically for LL.M. in American Law students is located at <http://www.bu.edu/lawlibrary/training/americanlaw/index.html> This page includes the mandatory library training schedule as well as other useful links and information on library services for LL.M. students.

Computer labs are located in the Pappas reading room and rooms 316, 334 and 384. Students may access the internet, LexisNexis, Westlaw, an extensive collection of commercial online products licensed by the library, e-mail, and interactive materials from the Center for Computer-Aided Legal Instruction (CALI). Word processing is available only in the third floor labs.

Printing and copying facilities are available on all library floors. A wireless network allows laptop usage throughout Pappas, the Annex, and the Law Tower. Wireless network cards can be purchased at University Computers (www.universitycomputers.com) and a limited number are available for borrowing from the Pappas circulation desk.

The library has designated Quiet Areas for studying. Those areas are clearly indicated by signs; please refrain from talking or using laptops in these areas.

19. Lockers

Student lockers for the storage of books, jackets, etc. are located in the basement of the School of Law. LL.M. students share lockers with one other LL.M. student and receive their locker assignments in their orientation packages. Lockers must be emptied at the end of the academic year.

Note: BU Law cannot be responsible for lost or stolen items. While some renter's insurance may cover stolen items, students may want to install their own locks (but remember to coordinate with a locker mate). Also, students should not put valuable items in their lockers! Problems should be directed to the Office of Graduate and International Programs, Room 1534, 617-353-5323.

20. Mail

Outgoing Mail. Stamped mail or internal mail may be left in the Registrar's Office on the 4th floor. A US Postal Service branch is located in the basement of George Sherman Union (GSU), 775 Commonwealth Avenue.

21. Parking Services, GSU, 775 Commonwealth Avenue, 2nd Floor, 617-353-2160, www.bu.edu/parking

Parking spaces at BU are extremely limited. Students may park in BU parking lots only if they have a valid parking permit. To purchase a permit, students must submit a completed application, car registration and a valid BU ID to Parking Services. Contact Parking Services or visit their website for information concerning parking eligibility, lot locations, permits and fees.

22. Recreation.

George Sherman Union (GSU), 765 Commonwealth Avenue, www.bu.edu/gsu. GSU facilities include:

Information Desk, Operation Office, 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 Monday-Thursday 8AM to 11PM, Friday and Saturday 8AM-2AM, and Sunday 12 NOON 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 Services**, the **Terrier Card Office**, the **Office of Orientation and Off-Campus Services** and the **Howard Thurman Center (Cultural Center.)**

The Escort Security Service also operates out of the GSU beginning at 8pm.

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

GSU Hours. The GSU is open during the academic year Monday through Wednesday 7:00AM to 11:00PM, Thursday 7:00AM to 12:00AM, Friday and 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 the Terrier Men's Hockey team, and host to various Men's and Women's Basketball games. In addition to exciting hockey and basketball action, Agganis Arena hosts Boston University events, concerts, family shows, sporting events, trade shows and conferences throughout the year. Agganis Arena is a state-of-the-art, multipurpose sports and entertainment center.

Fitness and Recreation Center, 915 Commonwealth Avenue, www.bu.edu/fitrec, 617-353-2748

The 270,000 square foot, state-of-the-art Fitness and Recreation Center features: the 18,000 square foot Tsai Fitness Center, with over 185 pieces of cardio equipment and 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 1/8 mile Elevated Jogging Track; seven courts of gymnasium ; 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. The Office of Graduate and International Programs strongly encourages students to audit all physical education courses at BU. Please note that physical education courses, even if audited, count toward your 18-credit semester course limit.

Non-Credit Instructional Classes: The department offers hundred 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 workout 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. If you would like to organize a team for a particular sport, visit the Fitness and Recreation Department website and complete a roster form. Roster forms are available from www.bu.edu/fitrec.

23. 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.

24. Transcripts (see "Academic Records and Forms," section 1 above)

25. Transportation

Shuttle Bus. This bus provides free and twice hourly transportation for students between Boston University's Charles River and Medical Campuses on class days. For schedule and stop information, see www.bu.edu/thebus or stop by the GSU information office (2nd floor).

Boston Public Transit – the "T." The Massachusetts Bay Transportation Authority (MBTA) provides transportation via subway, trolley, bus, commuter rail and boat. The base fare for a T ride currently is \$2.00, with higher fares for service to outlying suburbs, but with some outbound above-ground trolley rides free. The base fare for bus service currently is \$1.50. For more information on all MBTA services, including purchasing monthly subway, bus, and commuter rail passes online, visit www.mbta.com or call 617-222-3200.

Long Distance Trains and Buses, Taxi and Airport Services.

Trains. AMTRAK (www.amtrak.com) operates out of South Station on the T's Red Line, and Back Bay Station, on the T's Orange Line, 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. The Campus Convenience in

the GSU sells Greyhound Bus tickets to NYC only, and their phone number is 617-353-3680. Additionally, during the academic year one Greyhound bus departs every Friday afternoon from BU in front of the GSU, and returns Sunday afternoon.

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	617-536-5010
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.

26. 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 LL.M. in American Law Program Academic Regulations and the BU Law Academic and Disciplinary Regulations, which appear in subsequent sections of this handbook and at www.bu.edu/law/central/jd/academic/documents/OnlineCopy-Handbook09-10.pdf. Below is additional information about the LL.M. in American Law Program.

LL.M. in American Law Program Concentrations

1. International Business Practice Concentration

To complete an International Business Practice Concentration within the LL.M. in American Law Program, students need to complete at least four classes, distributed as follows:

One Required Class: Corporations

Group I: One of the following IBP-related classes:

Globalization of Legal Profession (S)
Immigration Law (S)
International Business Agreements (S)
International Business Transactions
International Business Arbitration (S)
International Competition Law Research (S)
International Economic Institutions (Banking Program)
International Human Rights (S)
International Intellectual Property (S)
International Law
International Law for the 21st Century (S)
International Project Finance (S)
International Securities Transactions (Banking Program)
International Tax (Tax Program)
International Trade Regulation (S)
Microfinance and Development (Banking Program)
Transnational Lending (Banking Program)

Group II: At least two of the following background/related classes:

Any Group I Class (above)
Antitrust
Antitrust, IP and Innovation Policy (S)
Attorney-Client Privilege (S)
Bankruptcy & Creditors' Rights
Bankruptcy Practice (S)
Biomedical Innovation (GSM)
Business Bankruptcy
The Business of Law (S)
Commercial Code
Commercial Law: Payments
Commercial Law: Sales
Commercial Law: Secured Transactions
Consumer Law
Contracts
Corporate Finance
Corporate Governance (S)
Current Issues in Employment Law (S)
Deals: Economic Structure of Transactions
E-Commerce & the Business Lawyer (S)

Employee Benefit Plans
 Employment Discrimination/Employment Law
 Energy Law & Policy (S)
 Entertainment Law (S)
 Entrepreneurial Management (GSM)
 Entrepreneurship (GSM)
 Environmental Law
 Government Regulation of Financial Services
 Government, Society and the New Entrepreneur (GSM)
 Health Care Transactions (S)
 Insurance Law
 Introduction to Federal Income Taxation
 Labor Law
 Law and Economics Workshop (S)
 Law and Sports (S)
 Mergers and Acquisitions
 Mutual Funds (Investment Companies)
 Negotiated Mergers and Acquisitions (S)
 Private Equity and Venture Capital (S)
 Real Estate Finance and Tax (S)
 Remedies
 Securities Regulation
 Securitization
 Starting New Ventures (SMG)
 Taxation of Corporations
 Taxation of Financial Instruments
 Tax Policy (S)
 Technology Commercialization
 White Collar Crime (S)

Any class offered through the Graduate Program in Banking and Financial Law or the Graduate Tax Program

(S) Denotes Seminar
 Updated June, 2009

2. Intellectual Property Concentration

To complete an Intellectual Property concentration within the LL.M. in American Law Program, students need to complete at least four classes, distributed as follows among groups I, II and III. You may choose to follow either Option A or Option B.:

Option A:

Group I: The Survey Intellectual Property Law Class

Group II: TWO of the following "basic courses" in IP:

Antitrust, IP and Innovation Policy (S)
 Biomedical Innovation (GSM)
 Copyright Law
 E-Commerce for the Business Lawyer (S)
 Entertainment Law (S)
 Food and Drug Law (S)
 International Intellectual Property (S)
 Law and Sports (S)
 Medical Research and the Law (S)
 Patent Law
 Patent Prosecution (S)

Representing Life Sciences Companies (S)
Software and the Law (S)
Technology Commercialization (GSM)
Topics in Trademark Law (S)
Trade Secrets and Restrictive Covenants
Unfair Competition & Trademark

Group III: ONE of the following background/related classes:

Any Group II Class (above)
Administrative Law
Antitrust Law
Contracts
Commercial Code
Corporations
Health Law, Bioethics and Human Rights (SPH)
International Business Agreements (S)
International Business Transactions
International Competition Law Research (S)
Starting New ventures (GSM)

Option B:

Group I: Any TWO of the following “basic courses” in IP:

Copyright Law
Patent Law
Unfair Competition or Topics in Trademark Law

Group II: Any ONE of the following IP-related courses:

Any Group I Class (above)
Antitrust, IP and Innovation Policy (S)
Biomedical Innovation (GSM)
E-Commerce for the Business Lawyer (S)
Entertainment Law (S)
Food and Drug Law (S)
International Intellectual Property (S)
Law and Sports (S)
Medical Research and the Law (S)
Patent Prosecution (S)
Representing Life Sciences Companies (S)
Software and the Law (S)
Technology Commercialization (GSM)
Trade Secrets and Restrictive Covenants

Group III: ONE of the following background/related classes:

Any Group I Class (above)
Any Group II Class (above)
Administrative Law
Antitrust Law
Contracts
Commercial Code
Corporations
Health Law, Bioethics and Human Rights (SPH)
International Business Agreements
International Business Transactions

(S) Denotes Seminar
Updated June, 2009

III. BU LAW/BU POLICIES AND PROCEDURES

1. Auditing BU Law Courses

An LL.M. in American Law student may audit a BU Law course or seminar, 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 Office of Graduate and International Programs, at the semester's end, written verification that the student attended throughout the semester.

A student may not convert an audited course to a graded course after the add/drop period. Audit forms are available in the Office of Graduate and International Programs.

2. Registering for Non-Law School Courses at Boston University (Cross-Registration)

LL.M. in American Law students must obtain permission from John Riccardi, Assistant Dean for Graduate and International Programs, to register for all non-Law School courses at Boston University *except* Physical Education courses. Students who would like to take Physical Education courses can register in the OGIP if the course is still open, or at the University Registrar's Office, 881 Commonwealth Avenue, if the course is closed. Students may not take a Physical Education course for law credit. The Office of Graduate and International Programs strongly recommends that students audit Physical Education courses. Please note that physical education courses, even if audited, count toward your 18-credit semester course limit.

If Dean Riccardi grants a student permission to take a course at another Boston University school or college, the student must then obtain permission from both the professor and that school or college's Registrar's Office. Cross-Registration forms are available in the Office of Graduate and International Programs.

3. 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, 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 (617-353-7669) and in some cases, will be posted on the BU website – www.bu.edu.

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.

4. Commencement Participation

All students who have fulfilled requirements for the Degree of Master of Laws in American Law set forth in Article I of the Academic Regulations shall be entitled to participate in the BU Law Commencement.

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.

6. Evacuation Plan

BU Law has developed a comprehensive evacuation plan for cases of emergency. The plan is online at http://www.bu.edu/law/central/law_tower_facilities/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 promptly contact Assistant Dean John Riccardi (617-353-5323, gradint@bu.edu) or the BU Law Registrar (617-353-3115, lawreg@bu.edu).

To protect BU Law's policy of blind grading, **any LL.M. in American Law student who is unable to take an examination as scheduled must NOT contact the instructor.** Students should consult Article V of the Academic Regulations for the LL.M. in American Law Program for the requirements governing exam relief. Questions or problems should be directed to Dean Riccardi at 617-353-5323.

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 both familiarize themselves and comply with these policies, which can be found at www.bu.edu/computing/policies/index.html.

9. Boston University Grievance Procedure in Cases of Alleged Discrimination

The University grievance procedure in cases of alleged discrimination appears in full in Appendix 1 to this Handbook.

10. Part-Time Employment

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

There are significant restrictions and regulations governing the employment of all students who are not U.S. citizens. LL.M. students who are not U.S. citizens should contact the International Students and Scholars Office (617-353-3565; isso@bu.edu) and arrange to thoroughly review their eligibility for employment before seeking employment or working.

11. 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. Questions regarding student accounts should also be directed to this office. 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. If an LL.M. student is a U.S. citizen and has undergraduate loans to defer, 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: September 16, 2009 for the fall semester; December 17, 2009 for the spring 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; telephone: 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 Assistant Dean for Graduate and International Programs if further information or assistance is needed.

d. Consequences of failure timely to settle an account. For LL.M. in American Law 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 will not be issued transcripts or verification of enrollment; (4) access to University facilities will be denied; (5) the student may not participate in commencement; and (6) the student will not be certified for the Bar.

12. Safety

The BU Police Department, 32 Harry Agganis Way, 617-353-2110 (for emergencies only call 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, George Sherman Union, First Floor, 775 Commonwealth Ave., 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: Sunday-Thursday, 8 PM to 2 AM; Friday-Saturday, 8 PM to 3 AM. Summer hours are: Sunday-Thursday, 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. Press the red button and you will be directly connected 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.

13. 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 Assistant Dean John Riccardi at BU Law and/or the 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.

14. Smoking Policy

Boston University has a detailed Smoking Policy, copies of which are on the lobby board and the Registrar's Office door. Smoking is prohibited in all Boston University facilities and enclosed workplace areas. Violators are subject to disciplinary action.

15. Student Events/Room Reservations

Student Events. To obtain information on student events, the following should be checked regularly: the lobby boards, the 1st floor boards in Upton Lounge, the student organization board in Ring Lounge and *News Flashes from the Tower*.

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 on Mondays and Thursdays book 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 B&G 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 trash cans in the classrooms.

Barristers Hall, Room 1270, and the Law Auditorium. Registered student groups should contact the Events Office, 4th floor, for paperwork to reserve these.

Library Group Discussion Rooms. Students can sign up 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 (ground floor). Contact the Events Office, 4th floor, to reserve a table. Tables may be reserved from 11 AM to 12:30 PM and 12:30-2 PM. Each group is limited to five signups per week, and signups can be made only one week in advance.

16. Student Identification Cards

All BU students are issued student ID cards (“Terrier Cards”). LL.M. students receive ID cards at the Terrier Card Office in the lower level of the George Sherman Union (GSU). Students who lose their cards should go to the Terrier Card Office for a replacement. A fee of \$30 is charged for lost, damaged or stolen cards.

IV. ACADEMIC REGULATIONS FOR THE LL.M. IN AMERICAN LAW PROGRAM, 2009-2010 EDITION

Article I. Requirements for the Degree of Master of Laws in American Law

1. Master of Laws Degree

Boston University confers the degree of Master of Laws (LL.M.) in American Law on candidates recommended by the Faculty of the School of Law and approved by the President and Trustees of the University.

2. Requirements for the Degree

To receive the degree of LL.M. in American Law all candidates must satisfy the following requirements:

- a.** Complete and achieve a passing grade in all required courses. Satisfactory completion of a course requires a minimum grade of C.
- b.** Complete not less than 24 credit hours in two semesters of residence, with at least 10, and no more than 18, credit hours in each semester. Unless the Director of the LL.M. in American Law Program (the "Director") grants a waiver in a particular case, each student must complete all requirements in the same academic year that he/she begins the LL.M. in American Law Program (the "Program").

Except as otherwise permitted by the Director, all courses for which a student has registered, including any additional courses beyond the 24-credit minimum, must be completed unless dropped as provided in these regulations.
- c.** Obtain a final weighted cumulative average of at least C+ (2.3) for all courses (including seminars) taken.
- d.** Receive not more than one grade of C- (1.7), D (1.0) or F (0) in elective classes.

3. Honors

The Program does not currently award honors distinctions with the degree.

4. Program

- a.** With the exceptions noted below, all courses offered to the School of Law's J.D. students are open to LL.M. in American Law students.
- b.** All students must take the introductory course, "An Introduction to American Law," for two credit hours, offered in the fall term.

Students may petition the Director to be waived from the Introductory class. Permission will be given only if, in the judgment of the Director, the student has a solid understanding of the American legal system and significant prior course work in the field. The student must petition the Director with a waiver request prior to the end of the first week of the fall term. The student shall attend the Introductory course pending the decision.
- c.** All students must take the Legal Research and Writing Seminar, for two credit hours.

- d.** All students must participate in a colloquium on “Topics in American Law” in the spring semester. The colloquium is not graded and does not count towards the credit hour requirements listed in section 2b, above.
- e.** Students are not permitted to take courses or seminars offered in the criminal or civil clinics or participate in externships for credit.
- f.** Students shall not receive credit towards their 24 credit hour degree requirement for certain courses or seminars that focus exclusively on foreign or comparative law, unless the student receives the Director’s permission. Prior to registration, information will be made available to students regarding any international or comparative law courses which, because of their emphasis on American law and statutes, are not subject to this restriction.
- g.** A student may not enroll in more than one seminar during any one semester, unless he/she first obtains the Director's permission.
- h.** No student may enroll in a course or seminar offered in the School of Law's Graduate Tax or Banking and Financial Law Programs unless the student obtains the prior approval of the Director and of the Director of the Tax or Banking program, as the case may be.
- i.** An LL.M. in American Law student enrolled in a full-year (two semester) J.D. course shall receive credit for such course only upon successfully completing both semesters of the full-year course, unless otherwise permitted by the Director. Permission to drop the second semester of a full-year class will generally not be granted absent extraordinary circumstances. The decision to award credit, if any, for completing one semester of a full-year course shall be at the discretion of the Director and the course instructor.

5. Auditing Classes

Students may audit classes only upon receiving the instructor's written permission, in his or her sole discretion. Audited classes shall count towards the 18-credit semester limit, but shall not count towards the Program’s 24-credit requirement. At the end of each term, a student who wishes to include an audited class on his/her transcript is responsible for obtaining the instructor’s written certification that he/she satisfactorily audited the class.

6. Failure to Satisfy Degree Requirements

Any student who, at the end of the year, has failed to satisfy the requirements for the LL.M. degree must petition the Director with a specific proposal for completing outstanding requirements. The Director shall report the matter to the Academic Standards Committee, along with a recommendation. The Committee shall, in turn, report the matter to the Faculty with its recommendation. The Faculty may then direct either that the student be dropped from the Program or, where appropriate, that the student complete specified work to satisfy degree requirements.

Article II. Supervised Research and Writing and Courses

Outside the School of Law

1. Credit for Supervised Research and Writing

a. Research and Writing Supervised by a School of Law Faculty Member. A student who has prepared a detailed statement of a proposed study and has obtained the written approval of the Director and a full-time faculty member (or, with the approval of the Dean or his designate, a part-time faculty member) agreeing to supervise the work, may register for up to three semester credits for supervised research and writing. The study must involve a substantial investment of time and effort and result in written work that meets a high standard of academic performance.

The student's final grade will be based solely upon the written work submitted, and will be included in the student's grade point average.

b. Research and Writing Supervised by an Outside Faculty Member. A student who has prepared a detailed proposal for law-related research and writing to be supervised by a person holding professorial rank outside the School of Law may petition the Dean or his designate in advance for permission to register for up to three credits for such work. The petition must be presented prior to beginning such work and must include the proposed supervisor's written agreement to supervise the work. Such a petition may be granted if the Dean or his designate finds that (1) the work to be done is equivalent in time and quality of a course carrying such credit, and (2) the supervisor is an expert in the area of study who will set high standards of academic performance. The grade received will be recorded on the student's transcript but will not be included in the student's average.

2. Credit for Graduate Level Courses Outside the School of Law

a. Credit Allowed. LL.M. in American Law Students may earn credits for graduate level courses taken at Boston University outside the School of Law. If the course is open to both graduate and undergraduate students, the student must secure the instructor's assurance that the student will be held to graduate level standards. Credit towards the American Law degree shall be limited to four credits per course; to one course per semester; and to a maximum of six credits for the entire year; and, in all instances, to courses which further the educational objectives of the Program. Students seeking to obtain such credit shall petition the Director, who shall determine whether the proposed class furthers the Program's educational objectives.

b. Completion and Grades. Grades received for non-School of Law classes are recorded on the student's transcript but are not included in the student's average. It is the student's responsibility to see that a grade received from another school within Boston University is conveyed to the School of Law's Registrar's office in time to meet the School of Law's deadlines. A student who receives a failing grade in a course taken outside the School of Law shall not receive credit for such course unless the school or department in which the course is taken grants credit for failed courses.

Article III. Registration, Course Election, and Program Changes

1. Registration

Every student must register by the end of the official registration period for each semester. The University reserves the right to require an earlier completion of registration by means of pre-registration and prepayment of tuition and fees.

2. Late Registration

A late registration fee will be charged if a student registers after the official period. In no event may a student register later than one week immediately following the official registration period without the written approval of the Director.

3. Course Election

All students must have their individual course selections approved in writing by the Director before the end of the registration period for each semester.

4. Add/Drop Period

Students may drop and add courses at the beginning of each semester during the School of Law's "drop/add" period, which generally takes place during the first two weeks of each semester. Students

must submit their requested changes by completing drop/add forms, available at the Office of Graduate and International Programs. All requested course changes must be approved in writing by the Director or Assistant Director. In no event may program changes resulting from adding and dropping courses result in a program of less than 10 or more than 18 credit hours in any one semester. Late adds or drops may be authorized only by the Director. Unless the student demonstrates that, under the circumstances, the delay should be excused, a course that the Director permits to be dropped after the relevant deadline will appear with a notation of “W/D” (indicating “withdrawal”) on the student’s transcript.

5. Course Priority

Students desiring to add courses or seminars that have been announced as closed should request that they be put on a wait-list. To the extent that space becomes available, assignments to such courses or seminars will be made at the close of the drop/add period in each semester. LL.M. students will have priority over second-year J.D. students in such assignments, but third-year J.D. students will have priority over LL.M. students.

6. Program, Calendar and Schedule Changes

The School of Law reserves the right to make changes of any kind in its program, calendar, or academic schedule, with reasonable notice.

Article IV. Attendance, Preparation and Classroom Participation

1. Attendance

Regular attendance is expected in all courses and seminars for which a student is registered. Students must notify the Director, in advance if possible, of extended absences. A student who misses a seminar’s first meeting without the instructor’s permission may be administratively dropped from the class. A student who, without permission from the Director, has not attended any of his or her classes in a four-week period will be administratively dropped from the Program.

2. Preparation and Classroom Participation

Preparation of class assignments and informed participation in class discussion are expected of every student.

3. Effect on final grades

a. Exclusion from further participation. A student who has been warned by an instructor of excessive absences, and whose absences continue, may be excluded from the final examination or any other further participation in the course or seminar. Such a student will receive a failing grade. A warning under this paragraph may be communicated orally or in writing. A written warning will be deemed adequate if either (1) mailed to the student’s street address on file in the Registrar’s Office or (2) e-mailed to the student’s Boston University e-mail account. Any petition to the Director for readmission to the course or seminar will face a heavy presumption against readmission.

b. Lowering final grades. An instructor shall announce any policy, apart from the provisions of paragraph (a) of this section, of lowering a student’s grade on account of classroom attendance, preparation or participation. Such a policy does not preclude enforcement of paragraph (a).

c. Raising final grades. An instructor, without advance notice, may raise final grades by one increment (*e.g.*, from B to B+) to reflect a student’s preparation or classroom participation.

d. Special case of courses without a final examination. With advance notice, an instructor who requires a paper or papers in lieu of an examination may adopt and apply a policy of assigning a

specified weight to classroom preparation or participation. The weight given to preparation or participation may be specified either as a percentage of the final grade or in terms of grade increments.

Article V. Examinations and Failed Courses

1. Examination schedule.

Except when special arrangements have made with the instructors to evaluate student performance other than by examination, students must take examinations according to the Registrar's announced schedule unless they have obtained permission to reschedule the exam under section 2 or section 3 of this Article. Any student who is unable for any reason to take an examination as scheduled must promptly report the fact to the Director.

2. Advance rescheduling of an examination in special circumstances.

With advance request, in the first instance to the Registrar, a student may reschedule an examination under the following circumstances.

a. Religious holiday. A student may reschedule an examination held on a religious holiday that the student observes. The rescheduled date will be as close as possible to the original date, and ordinarily it will be neither more than one day earlier nor more than five days later.

b. Examination schedule. A student may reschedule an examination that is one of (1) three examinations on three consecutive days of the examination period's first calendar week; (2) three examinations on three consecutive days of the examination period's second calendar week, if the third examination concludes no later than 48 hours after commencement of the first; (3) two examinations on one day; or (4) four examinations on four consecutive calendar days. In circumstance (1) or (2) above, the middle examination will be rescheduled. In circumstance (3), either examination may be rescheduled. In circumstance (4), either the second or the third examination may be rescheduled. The date of the rescheduled examination will be as close as possible to the originally scheduled date, and ordinarily it will be neither more than one day earlier nor more than five days later.

c. Illness or other compelling circumstance. A student may reschedule an examination if the Director or Academic Standards Committee determines that serious illness, or other compelling circumstance beyond the student's control, justifies relief. Requests for excused absences made prior to, or during, the time set for the examination are determined by the Director or his designate. Requests made after the time set for the examination are determined by the Academic Standards Committee. If illness is the asserted basis for relief, the student's request must be supported by a statement from an examining physician. The physician's statement must show the date, nature, and severity of the illness, and it should give the physician's judgment as to the student's ability to take the examination as scheduled. The statement should be as contemporaneous with the request as possible. If relief is granted, the rescheduled date will be as close to the original date as the reason for giving relief will permit, and ordinarily it will be neither more than one day earlier nor more than five days later. If the proposed date for rescheduling is beyond the end of the examination period, and if the student is in his or her final semester, then the student must obtain approvals under Article I.

3. Excused failure to take or submit an examination on time.

Failure to take an in-class examination at the scheduled or rescheduled time, or failure to submit a take-home examination on time, may be excused only if the Director or Academic Standards Committee, as the case may be, determines that serious illness, or other compelling cause beyond the student's control,

caused the student's failure. If illness is the asserted cause, the student must produce the documentation described in paragraph 2(c) above. If the Director or Committee decides that the student's failure is excused, it will prescribe an appropriate remedy, which ordinarily will be to reschedule the examination for the earliest date consistent with the reason for recognizing the excuse. If that date is beyond the end of the spring semester examination period, then the student must obtain Faculty approval under Article I, section 6. If the Director or Committee decides that the student's failure is not excused, it will dispose of the petition according to section 4 below.

4. Unexcused failure to take or submit an examination on time.

If the Director or the Academic Standards Committee determines that a student, without compelling cause, has failed to take an in-class examination on time, or has failed to submit a take-home examination on time, the Academic Standards Committee may allow the student to take and submit the examination, provided that the student does so immediately. If the Committee so allows, it will impose a penalty that reflects both the student's fault and any benefit the student might have obtained from delay. Ordinarily this penalty will be a substantial reduction of the student's examination grade.

5. Examination rules.

The following rules apply to the conduct of examinations. Additional rules may be prescribed either by the School or by an instructor.

- a.** All in-class examinations must be of at least two hours duration, with questions and answers in writing. LL.M. in American Law Students shall be entitled to an extra hour to complete in-class examinations, with the following exception: students whose native language is English and who completed their first degree in law in English in a country where the native language is English shall not be entitled to an extra hour. There shall be no additional time granted for take-home exams.
- b.** All final examinations, including take-home examinations, will be evaluated on an anonymous basis, with students' papers identified to the instructor only by a number that the Registrar has assigned.
- c.** Take-home examinations will be issued by, and must be returned to, the Registrar. During take-home examinations, students may not consult other persons unless expressly authorized by the instructor.
- d.** During an in-class examination, students may not possess materials or devices forbidden by the instructor. Students may not consult with other persons. They may consult books, notes, or similar material, only as authorized by the instructor. Use of laptop computers is subject to announced School policy and procedure. LL.M. in American Law students shall be entitled to bring into their examinations a non-legal (non-electronic) dictionary in their native language and English, and an English language dictionary. Possession of cell phones, or other communication and/or recording devices, is forbidden unless authorized specifically by the School in advance.
- e.** Except in case of emergency, students taking an in-class examination may leave the examination room only as necessary to use the restrooms.
- f.** Students must stop writing and turn in their in-class examination papers when time is called.
- g.** No student may retake an examination for any purpose.
- h.** Students may review essay portions of their examinations after final grades have been released.

- i. Students must follow the exam proctor's instructions to sit in a specific section or seat, if asked.

6. Failed Courses

Except as otherwise provided in Article V, section 7, below, when a student fails a course, the student will receive credit for that course. The failing grade, however, will be included on the student's transcript and will be included in the student's grade point average, weighted by the number of credit hours which would normally have been granted.

If a student fails the required Introduction to American Law class, the student will have the option to be re-examined on a pass-fail basis. If the student elects to be re-examined and passes, he/she will receive the minimum passing grade of C, which grade shall be included in the student's grade point average. The student's transcript will indicate that the failing grade was replaced on re-examination with the minimum passing grade. If the student fails the re-examination, he/she will be dropped from the Program.

7. Unexcused failure to take an examination

A student who fails to take an examination without excuse and who has not been allowed to take the exam at a rescheduled time pursuant to Article V, paragraph 4 will receive a failing grade of F on the examination and will receive no credit for the course. The failing grade will be included on the student's transcript, and in the student's grade point average, weighted by the number of credit hours assigned to the course.

Article VI. Papers

1. Deadline for submitting papers.

For students in their final semester, the deadline for submitting papers is 5:00 p.m. on the last day of the examination period, unless the instructor has prescribed an earlier deadline. For other students, the deadline is 5:00 p.m., on the 14th calendar day after the end of the examination period, unless the instructor has prescribed an earlier or later deadline. Deadlines for students not in their last semester may be no later than the next February 1 for Fall semester papers.

2. Reporting an inability or failure to submit a timely paper.

Any student unable to submit a paper by a deadline established consistent with section 1 above must report the facts promptly to the Director or faculty member, as the case may be. Students whose papers will be graded anonymously should file a petition with the Director. Students whose papers will not be graded anonymously should report to the supervising faculty member. (See sections 3 and 4 below, respectively.) Students unsure whether their papers will be graded anonymously should ask the Director.

3. Late submission of papers that will be graded anonymously.

If a paper is to be graded anonymously, the Director will excuse late submission only if the student demonstrates that serious illness, or other compelling cause beyond the student's control, prevents or has prevented the paper's timely submission. If illness is the cause, the student's request must be supported by a statement from an examining physician that shows the date, nature, and severity of the illness, as relevant to the student's submission of the paper. If the Director excuses a paper's late submission, the Director may set a new deadline. If the Director denies a student's request for excuse, and if the paper is not submitted by a deadline established consistent with section 1 above, the Director will inform the instructor of the relevant facts. The instructor then will have discretion to determine any penalty for the late submission.

4. Late submission of papers that will not be graded anonymously.

If a student reports inability or failure to submit on time a paper that is not to be graded anonymously, the instructor may either extend the deadline for the paper, subject to the limits stated in section 1 above, or impose a penalty for the student's lateness. Instructors may require the student to submit supporting documentation to the Director. For students in their final semester, extensions beyond the limits stated in section 1 above are subject to the provisions of Article I, section 6.

Article VII. Grades, Transcripts and Class Rank

1. Grading scale and procedures

a. The LL.M. in American Law Program has a letter grading system. The minimum passing grade in each course or seminar is C.

b. The normal grade distribution requirements for J.D. students, as set forth in Article IX of the Academic Regulations in the Law Student Handbook (the "J.D. Academic Regulations"), applies to students in the LL.M. in American Law Program.

c. LL.M. students and J.D. students are graded as separate groups. Thus, LL.M. students and J.D. students enrolled in the same course will be considered separately for purposes of determining whether the 25-student threshold is satisfied for making the grading curve mandatory for either group. In those courses in which there are more than 25 LL.M. students, the upper-level curve set forth in Article IX of the J.D. Academic Regulations is mandatory. In those courses in which there are 25 or fewer LL.M. students, the curve is not mandatory but a median of B+ for the LL.M. students is recommended pursuant to Article IX of the J.D. Academic Regulations.

The J.D. upper-level curve for 2009-2010 is as follows:

A+	0-5%
A+, A, A-	20-30% (A+ subject to 5% limitation above)
B+ and above	40-60% (subject to limitations on A range above)
B	10-50% (subject to limitations above and below)
B- and below	10-30% (subject to limitations below on ranges C+ and below)
C+ and below	0-10%
D, F	0-5%

d. Final grades will be released to students by the Registrar as soon as possible after the close of the examination period. Final grades will not be released to students directly by instructors under any circumstances. For the fall semester, grades are usually released toward the end of January. For the spring semester, grades are usually released the Friday before graduation.

e. Except for clerical error, final grades may not be changed, except by vote of the faculty meeting. Students may be required to retake specified courses as a condition of reinstatement in the Program pursuant to the provisions of Article VIII, below.

2. Transcripts and other student records

A student's transcript and record will be made available to the Dean, her representative, the Director of the LL.M. in American Law Program, his delegate, members of the faculty, the student and others to the extent permitted by law. No other persons may have access to a student's transcript and record without the written consent of the student.

3. Class Rank

Class rank is only issued at the Director's discretion at the end of the academic year and is based upon the cumulative averages of all students graduating in that academic year.

Article VIII. Reinstatement

1. Petitions for reinstatement

Any student who is dropped from the LL.M. in American Law Program for failure to maintain minimum requirements for graduation or otherwise may petition the Director for reinstatement. Such petitions must clearly state all circumstances leading to the student's deficient performance, and must be accompanied by supporting statements or documents as appropriate. Grounds or circumstances omitted from such a petition will not afford a basis for reconsideration of a petition that has been denied. Where a student's medical condition has been a contributing factor, a full statement from the attending physician must accompany the petition.

2. Relief available from the Director

Petitions for reinstatement in cases of academic deficiency will normally be granted only when the Director is satisfied that the student's academic deficiency resulted from serious illness or other compelling cause beyond the control of the student. When such a petition is granted, the reinstatement may be made subject to such conditions as the Director concludes are appropriate in the circumstances.

Article IX. Withdrawal and Leaves of Absence

1. Withdrawal in good standing

a. Withdrawal form required. A student desiring to withdraw from the Program in good standing must submit an official withdrawal form to the Director. Such a withdrawal becomes effective only upon submission of the official withdrawal form. This rule applies regardless of the reason for withdrawal and whether or not the student seeks leave to return.

b. Tuition and Fees. No student may withdraw in good standing until all current obligations to the University have been paid. Tuition refunds may be sought in accordance with University regulations.

2. Readmission of students who have withdrawn without leave to return

The Program's policy with respect to readmission of students who have withdrawn without leave to return is to consider each request for readmission on its merits, whatever the reason for withdrawal. Students seeking readmission must petition the Director, stating both the circumstances of the withdrawal and the events leading to the request for readmission. The Director has discretion to grant such readmission if in his or her judgment the student will be able to successfully complete the requirements for the LL.M. degree.

3. Leaves of Absence

Students desiring to interrupt their study in the Program for any reason and to return to the Program may petition the Director for a leave of absence. Such petition must clearly state:

- (1) the reasons for the leave of absence;
- (2) the activities in which the student expects to be engaged during the leave;
- (3) the date upon which the student wishes to return to the Program.

Except in highly unusual circumstances, a petition for a leave of absence must be filed at the time of submission of the official Withdrawal Form, required under section 1, above, or earlier.

Article X. The Academic Standards Committee

The composition, authority and procedures of the Academic Standards Committee are set forth in Article XII of the J.D. Academic Regulations:

1. Composition.

The Dean or the Dean's designate will serve as Chair, and two other members of the Faculty will serve as Committee members. Ordinarily, the terms of members who are not Chair will be fixed at three years.

2. Authority of the Academic Standards Committee.

The Academic Standards Committee exercises the authority delegated to it by the Faculty in all matters addressed by these Regulations.

3. Petitions to the Academic Standards Committee.

Matters are brought to the Academic Standards Committee by written petition conveyed to the Registrar's Office. Petitions should state all material facts and specify the relief sought. Appropriate supporting statements should accompany the petition.

4. Academic Standards Committee procedure.

Petitions submitted to the Academic Standards Committee will be considered at an announced meeting unless circumstances require more expeditious action.

8/17/07

V. DISCIPLINARY REGULATIONS GOVERNING ALL STUDENTS IN THE SCHOOL OF LAW, 2009-2010

NOTE: School of Law students also are subject to the Boston University Code of Student Responsibilities, available at www.bu.edu/lifebook/university-policies/policies-code.html.

Article I. School of Law Disciplinary Action

1. **Jurisdiction over disciplinary cases.** Students at the School of Law are subject both to these Disciplinary Regulations and to the Code of Student Responsibilities of Boston University. The School of Law and the University may agree under which rules and regulations any disciplinary case is to be brought. The School of Law ordinarily will not bring any separate action with respect to a charge that is the subject of disciplinary proceedings initiated by the University.

2. **Scope of disciplinary action by the School of Law.** Disciplinary action by the School of Law is governed by these Regulations. Such action extends to the following conduct:

a. *Conduct in violation of School of Law rules or regulations.* Such conduct is defined in Article II, below.

b. *Other conduct, including but not limited to conduct in violation of Boston University rules or public law, when such conduct is not commensurate with professional standards of conduct required of lawyers.* Such conduct is defined in Article III, below.

An individual shall assume student status, for purposes of these Regulations, upon his or her formal enrollment in the School, and such status shall continue until his or her permanent severance from the School by graduation, expulsion, completed withdrawal, or other like event. Misconduct in connection with an application for admission, however, shall be deemed to continue in effect through enrollment. An individual whose student status has terminated for any reason other than graduation shall remain subject to discipline under these Regulations with respect to his or her conduct while in student status. In any case, the disciplinary sanctions of expulsion and suspension shall be deemed respectively to effect permanent or temporary disqualification for readmission to the School. The Faculty retains its inherent power to take appropriate action, after such reasonable process as it may prescribe, with respect to a graduate's conduct while in student status.

Article II. Violations of School of Law Rules and Regulations

1. **General rule.** Any student who violates the School's rules may be subject to disciplinary action. The examples contained in section 2 below are not intended to be exhaustive.

2. **Specific examples.** The following are examples of School rules, the violation of which may be subject to disciplinary action.

a. *School of Law Academic Regulations and rules and procedures of the Law Library.* Students are expected to comply with the School of Law Academic Regulations, with any academic regulations adopted by an applicable LL.M. program, and with the rules and procedures established for the use of the Law Library. Willful or repeated failure to comply with such regulations, rules or procedures may be subject to disciplinary action.

b. ***Classroom rules.*** Students are required to comply with the rules established by members of the Faculty and other instructors at the School of Law for the conduct of their classes. An example of a rule that has been adopted and promulgated by some Faculty members for the conduct of their classes is the exclusion from class of students who arrive late or are unprepared. Should an instructor announce such a rule to students in the instructor's classes, willful or repeated failure by a student in such a class to comply with the instructor's rule may be subject to disciplinary action.

c. ***Disruption of School of Law activities or operations.*** Conduct that disrupts or impairs School of Law activities or operations may be subject to disciplinary action. The kind of conduct referred to is conduct that by itself or in conjunction with the conduct of others disrupts or impairs the effective carrying on of the activity, a result that the student knew or reasonably should have known would occur.

d. ***Damage to or abuse of School of Law property, facilities or services.*** Students are expected to make responsible and appropriate use of School of Law property and facilities, and of the services provided by the School of Law. Conduct that damages or abuses School of Law property, facilities, or services, including, for example willful damage to Law Library materials, or to furniture, classrooms, or offices, and unauthorized use of photo-copying or secretarial services, may be subject to disciplinary action.

e. ***Plagiarism.*** Plagiarism is the knowing use, without adequate attribution, of the ideas, expressions, or work, of another, with intent to pass such materials off as one's own. All written work, whether in preliminary or final form, submitted by a student in the course of law study, in the course of employment, or in the course of other activities, whether or not related to the study or profession of law, is assumed to be the student's own work. Anything copied or paraphrased from another author or source must be appropriately identified, acknowledged, and attributed. The use of the exact language of another without identification as a direct quotation by quotation marks or otherwise is plagiarism even though the source is cited in the student's work. Violation of the rules stated in this paragraph may be subject to disciplinary action.

f. ***Multiple submission of written work without prior permission.*** Students may not submit the same paper, or a substantial part of any paper, to more than one BU Law course without prior written permission from each instructor and the Associate Dean for Academic Affairs. Further, students must obtain the instructor's permission, after full disclosure, to submit written work if a substantial part of that work was produced either at another academic unit or in the course of employment.

g. ***Examinations.*** Students are required to comply with the rules established for examinations, including both those established by the School of Law and those established by the instructor giving the examination. Violation of the rules set for any examination, including "take-home" examinations, may be subject to disciplinary action. The examination rules established by the School of Law include the following:

(1) Students may have in their possession only those materials permitted by the instructor, and they may consult books, notes, other material, or other persons, only as authorized by the instructor.

(2) Students must stop writing and turn in their in-class examination papers when time is called.

h. ***Sales or purchase of class notes.*** The sale, offering for sale, or purchase, directly or indirectly, of lecture notes, class notes, case abstracts, or similar material, acquired through

attendance at the School of Law, by any student or group of students or their agents, is prohibited and may be subject to disciplinary action.

i. **Recording devices.** Recording devices are prohibited in the classroom except with the permission of the Dean and of the instructor. The use of such devices in the classroom without such permission may be subject to disciplinary action.

j. **Rules of the Career Development Office.** Students are required to comply with the rules established by the School of Law Career Development Office. In particular, no student who has accepted an offer of employment shall use the facilities of the Office to secure interviews for employment to a conflicting position. No student who has accepted an offer of employment in a law-related position shall rescind that acceptance or accept an offer for employment to a conflicting position without first notifying the Office and discussing the matter with a representative of that Office. Willful or repeated violation of the requirements of this paragraph may be subject to disciplinary action.

Article III. Unprofessional Conduct

1. **General rule.** Any student who engages in unprofessional conduct with regard to any matter, whether or not related to the School of Law or to Boston University, may be subject to disciplinary action pursuant to these Regulations.

2. **Definition.** Unprofessional conduct includes:

- a. illegal conduct involving moral turpitude;
- b. conduct that involves dishonesty, fraud, or deceit; or
- c. conduct that violates the standards of professional ethics established for lawyers or otherwise adversely reflects on the fitness of the student for admission to the bar.

3. **Specific examples.** Subject to the standard defined in section 2 above, the following are examples of conduct that may be determined to be unprofessional conduct subject to disciplinary action pursuant to these Regulations:

a. **Failure to comply with University rules relating to student conduct and discipline.** Students are required to comply with the rules established by Boston University relating to student conduct and discipline. For example, students are expected to comply with the University Policy on Sexual Harassment. Willful or repeated failure to comply with such rules may be determined to be unprofessional conduct subject to disciplinary action pursuant to these Regulations whether or not such conduct is also subject to disciplinary action pursuant to University rules.

b. **Violations of public law.** Conduct in violation of public law may be determined to be unprofessional conduct subject to disciplinary action pursuant to these Regulations whether or not such conduct is also subject to criminal or other sanctions.

c. **False statement.** Making a false statement in any document or record related to the study or practice of law may be the basis for disciplinary action, whether the statement is made on a document submitted to the School of Law, Boston University, or to a third party. Included within this category would be any false statement on an application for admission to the School of Law or other academic institution, on an application or other document submitted for financial aid, or on a resume submitted to a potential employer or agent for a potential employer.

d. **Other conduct.** Conduct defined as unprofessional conduct under section 2, above, may be subject to disciplinary action pursuant to these Regulations whether or not such conduct is

related to the academic process at Boston University, and whether or not such conduct is also subject to other sanctions. These examples of unprofessional conduct are not intended to be exhaustive.

Article IV. Investigation and Presentation of Charges

- 1. Investigation of reported student misconduct.** All reports and all complaints of student misconduct, including reports and complaints involving LL.M. students, shall be referred to the Office of the Dean, which shall promptly conduct an investigation of the matter. At the direction of the Dean, an Associate Dean or other delegate of the Dean shall discuss the matter with the student at the earliest opportunity, and in the case of students in an LL.M. program, consult with the appropriate Director. All students are to be informed of the right to counsel and the right to remain silent, and shall be warned that anything the student may say may be used against the student. The student shall be requested to sign a statement to the effect that he or she has been informed of the above rights and has received the above warning.
- 2. Informal disposition.** If, in the judgment of the Dean, the report or complaint is unfounded or warrants no formal action, no action shall be taken and no record shall be made of the matter in the student's permanent record or upon the student's transcript. The student shall be informed promptly of the Dean's determination and the matter shall be considered closed.
- 3. Presentation of charges.** If, in the judgment of the Dean, the report or complaint appears to warrant disciplinary action, the Dean shall direct that charges against the student be drawn and that the entire matter be referred to a Judicial Committee. An Associate Dean or other delegate of the Dean shall promptly draw up charges against the student and transmit such charges in writing both to the student and to the Judicial Committee convened to hear the charges pursuant to Article V, below. Charges may be amended in writing at any time prior to completion of the hearing by the Judicial Committee, but any amendment must be made within a reasonable time after the discovery of evidence supporting the amendment. Any such amendment shall be allowed if it refers to the same or a similar transaction that was the subject of the initial charge. The student shall have a reasonable time to prepare to respond to any amendment.
- 4. Interim Sanction.** The Dean may withhold credit for a course or seminar, withhold the award of any honors or other academic privileges, delay the award of a degree, or suspend the student involved pending completion of an investigation and hearing of alleged student misconduct. In determining whether to withhold, delay, or suspend, the Dean shall consider the gravity of the charge and the apparent strength of the case against the student, and the feasibility of avoiding interim sanctions by expediting the disciplinary proceedings.

Article V. The Judicial Committee

- 1. Convening the Judicial Committee.** When the Dean determines that charges against any student shall be referred to a Judicial Committee, the Dean shall convene the Committee in accordance with the provisions of this Article. Except in the case of joint hearings as provided in section 2, below, a separate Judicial Committee shall be convened to hear the case of each student against whom charges are brought.
- 2. Joint hearings.** Where two or more students are charged with participating in the same act or transaction, or in the same series of acts or transactions, constituting a rule violation or unprofessional conduct under these Regulations, the charges shall be referred to a single Judicial Committee for a joint hearing. If, in the judgment of the Committee, a separate hearing should be held for any reason in the case of any such student, the Committee convened to hear the charges shall hold such separate hearings as are required. If one or more, but fewer than all, students charged in a joint hearing elect to have the Committee consist solely of Faculty members as provided in

section 4, below, the Faculty members of the single Committee constituted pursuant to this section shall constitute the Judicial Committee in the case of such student or students and shall hold a separate hearing or hearings as required.

3. Composition of the Judicial Committee. Except as provided in section 4, below, each Judicial Committee convened to hear charges brought against a student or students pursuant to these Regulations shall consist of one student and two members of the Faculty of the School of Law selected as provided in this Article. If the Chair of the Faculty Judicial Panel does not serve on a Judicial Committee, [t] he Faculty members selected for the Committee shall elect one of their number to serve as Chair of the Committee.

4. Election of a Judicial Committee consisting solely of Faculty members. Any student against whom charges are brought pursuant to these Regulations may elect to have the Judicial Committee convened to hear the student's case consist solely of three members of the Faculty of the School of Law. Such election shall be made promptly upon receipt by the student of the charges.

5. Selection of Faculty members of a Judicial Committee. Except as provided in section 6 below, the Faculty members of each Judicial Committee shall be two members of the Faculty Judicial Panel selected by lot or, should a student elect a Judicial Committee consisting solely of faculty members pursuant to section 4 above, the three members of the Faculty Judicial Panel.

6. Composition of the Faculty Judicial Panel. The Faculty Judicial Panel consists of three members of the Faculty of the School of Law appointed by the Dean to serve for staggered terms of three years. At the beginning of each academic year, the Dean shall appoint one member of the Faculty Judicial Panel to serve as Chair and shall appoint ten alternate members of the Faculty Judicial Panel. Should it be necessary to convene more than one Judicial Committee at any given time, the Chair of the Faculty Judicial Panel may request the Dean to select one or more alternate members to serve on a Judicial Committee. If the Dean determines that the selection of alternate members is warranted, alternates shall be selected by lot from the full list of alternates. Every Judicial Committee, however, shall have at least one member who is a full member of the Faculty Judicial Panel. Faculty members then serving as Associate Dean or Assistant Dean shall not be eligible for appointment to the Faculty Judicial Panel as full members or alternates. Vacancies shall be filled as they occur by the Dean from among the eligible members of the Faculty.

7. Selection of the student member of a Judicial Committee. The student member of each Judicial Committee shall be selected by lot from among the eligible members of the Student Judicial Panel established pursuant to section 8, below. A student who is then serving or has served on a Judicial Committee shall not be selected for service on a second Judicial Committee in the same academic year unless there is no other eligible student who has not also served on a Judicial Committee in that academic year.

8. Composition of the Student Judicial Panel. The Student Judicial Panel shall consist of twenty-five students selected by lot from among the eligible members of the second-year class during the spring semester of each year to serve for one year beginning on Commencement Day immediately following their selection and ending on Commencement Day the following year. Students who have been in good academic standing throughout their course of study at the School of Law shall be eligible to serve on the Student Judicial Panel, except that students who have been found to have violated a rule of the School of Law or to have engaged in unprofessional conduct, and students who have been in residence at the School of Law for less than one full academic year, shall not be eligible to serve on the Panel. Students selected to serve on the Panel shall have a period of one week within which to accept appointment to the Student Judicial Panel in writing. Vacancies occurring as a result of failures to accept appointments, or otherwise, shall be filled as they occur by selection by lot from among the eligible members of the third-year class in the same manner as provided for the initial establishment of the Panel.

9. **Resignation and replacement of Judicial Committee members.** The student whose case is to be heard by a Judicial Committee may bring to the attention of the Committee any facts or circumstances that would compromise or would appear to compromise the impartiality of a member of the Committee. Any member of a Judicial Committee who knows of any such facts or circumstances, whether or not presented by the student, shall resign from the Committee. Vacancies on a Judicial Committee resulting from resignations, or from failure to serve, or otherwise, shall be filled as they occur in the same manner as provided for the initial establishment of the Committee, if such vacancies occur prior to the day set for the hearing in accordance with Article VI, section 2, below. Vacancies occurring after such date may be filled in said manner at the discretion of the Dean, provided, however, that the failure to fill such vacancies shall not prevent the Committee from taking action as provided for in these Regulations.

10. **Notification to student.** The Judicial Committee shall transmit its decision to the office of the Dean. The Dean shall transmit the decision to the student and, in the event that the Judicial Committee has determined that disciplinary action is warranted, the Dean shall inform the student of the right to submit a statement to the Disciplinary Review Panel.

Article VI. Judicial Committee Procedure and the Rights of the Student

1. **Hearing date.** Upon presentation of charges against a student as provided in Article IV, above, the Judicial Committee convened to hear the charges shall promptly set the earliest possible date for a hearing by the Committee consistent with the preparation by the student of the student's defense to the charges brought before the Committee.

2. **Notice to the student.** The Judicial Committee convened to hear charges against a student shall promptly inform the student of the hearing date in writing, and shall promptly transmit the following to the student:

- a. a copy of the charges made and referred to the Committee,
- b. copies of all supporting documents submitted to the Committee, and
- c. a copy of these Regulations.

3. **Presentation of the case.** An Associate Dean, or other delegate of the Dean, shall prepare the case and present the facts in the proceeding before the Judicial Committee. The person presenting the case shall have the right to be assisted by counsel.

4. **Student's right to counsel.** The student has the right to choose and to be represented by, or to be accompanied by, an advisor or counsel at all stages of the proceeding before the Judicial Committee. Members of the Faculty or Staff of the School of Law may agree in their discretion to serve as such advisors at the request of the student. The student, however, shall sign all papers and pleadings that are introduced on his or her behalf and that assert facts within the student's knowledge.

5. **Witnesses and evidence at the hearing.** Both the student and the person presenting the case have the right to call witnesses and to introduce evidence at the hearing. Each party has the right to cross-examine any witness who testifies against that party at the hearing. The student and the person presenting the case have the right to cross-examine witnesses who testify at the hearing.

6. **The right to remain silent.** The student has the right to remain silent at the hearing. No inferences shall be drawn from a decision by the student to remain silent at the hearing.

7. **Rules of evidence and procedure.** The rules of evidence and procedure applicable to criminal and civil trials do not govern hearings before a Judicial Committee. Except as otherwise provided in this Article, and subject to disapproval by vote of the Committee, the Chair of the Judicial

Committee may make such rulings as to procedure and the admissibility of evidence as in the judgment of the Chair will expedite the hearing and ensure due process.

8. **Judicial Committee hearings.** The place of the hearing before a Judicial Committee shall be determined by the Committee. Hearings are normally closed to all but the parties and their advisors and counsel. When requested by the student, the student's hearing shall be opened to students and members of the Faculty at the School of Law in numbers consistent with the maintenance of a suitable atmosphere for the hearing. The Committee may make such exceptions to this rule as in its judgment is necessary to maintain order and to ensure due process.

9. **Tape recordings.** Judicial Committee hearings shall be recorded in full on tape, which shall be held in the Files of the School of Law and made available to the student, or the student's authorized representatives, for review or copying as required.

10. **Rules of procedure.** Except as otherwise provided in this Article, the Judicial Committee may adopt such procedural rules as in the judgment of the Committee will expedite the hearing and ensure due process.

11. **Dean's recommendation.** The Dean or Associate Dean or other Dean's designate may recommend a sanction in the event the Judicial Committee finds that disciplinary action is warranted. The Judicial Committee may consider such recommendation in deciding which sanction, if any, to impose. No recommendation from the Dean or Associate Dean or other Dean's designate, however, shall bind the Judicial Committee. If the student and the Dean or Associate Dean or other Dean's designate propose to the Committee a resolution of the matter that involves a stipulation or admission by the student, and the Committee does not adopt the recommended resolution, the student shall be permitted to withdraw the stipulation or admission and proceed to a hearing of the matter. In such a case, the Committee, in conducting the hearing, shall draw no inference from the fact that a stipulation or admission was offered by the student.

12. **Effect of procedural error.** If, in the judgment of the Judicial Committee, any representative of the Dean's Office has failed to comply with the obligations of the Dean's Office under this Code or has otherwise acted in a manner that unduly prejudices the student, appropriate corrective measures may be directed at any stage of the proceedings. Corrective measures shall be within the discretion of the Committee, but procedural error need not require exclusion of evidence or otherwise invalidate the proceeding or disposition of the case. The proceedings of the Judicial Committee shall not ordinarily be invalid by reason of a defective mechanical recording of the proceeding.

13. **Petition for reconsideration.** A student who has been found to have violated a disciplinary regulation may, on the discovery of new evidence, petition the Dean's Office for a rehearing based on such evidence. The petition shall set forth the nature of the new evidence and the circumstances under which it was discovered. On receipt of a petition for reconsideration, the Dean may either order a new Judicial Committee to hear the case or may deny the petition. The decision of the Dean on a petition for reconsideration shall be final.

Article VII. Judicial Committee Decisions

1. **Judicial Committee deliberations private.** After the hearing's close, the Judicial Committee will deliberate in private.

2. **Majority vote required.** The Judicial Committee's decisions shall be reached by majority vote of the Committee members present and voting.

3. **Acquittal.** If a majority of the Judicial Committee does not decide that a rule violation or unprofessional conduct has been established (see section 4 below), then the student shall be deemed

acquitted. The charges shall be dismissed, and no record shall be made of the matter in the student's permanent record or upon the student's transcript.

4. **Rule violation or unprofessional conduct established.** If the Judicial Committee decides that by clear and convincing evidence a rule violation or unprofessional conduct has been established as charged, then the Committee shall determine whether disciplinary action is warranted. If the Committee determines that no such action is warranted, then no action shall be taken, and no record shall be made of the matter in the student's permanent record or upon the student's transcript.

5. **Disciplinary action found warranted.** If the Judicial Committee decides that disciplinary action is warranted, then it shall prescribe the specific disciplinary consequences, setting forth its decision promptly in a written confidential report to the Dean. The report shall include the Committee's findings of fact as well as its disciplinary conclusions. The student shall be given a copy of the Judicial Committee's report promptly, with notice of the right to review by a Disciplinary Review Panel.

6. **Forms of disciplinary action.** Subject to review by a Disciplinary Review Panel convened under Article VIII, the following forms of disciplinary action may be taken pursuant to a Judicial Committee's decision:

a. **Reprimand.** The student may receive a reprimand. The reprimand will be part of the student's permanent record but will not be recorded upon the student's transcript.

b. **Censure.** The student may receive a censure. The censure will be part of the student's permanent record and will be recorded upon the student's transcript.

c. **Suspension.** The student may be suspended from the School of Law for a determinate period with permission to return at the end of that period. The suspension will be part of the student's permanent record and will be recorded upon the student's transcript. A suspension may be stayed subject to the proviso that the stay shall terminate if, during such stay, the student is found to have violated these Regulations.

d. **Expulsion.** The student may be expelled. Expulsion terminates the student's studies at the School of Law. The expulsion will be part of the student's permanent record and will be recorded upon the student's transcript.

The Judicial Committee may impose such other conditions as it deems appropriate. These may include, but are not limited to, notification of disciplinary action to third parties and restitution to the School of Law or other parties.

7. **Presumption in plagiarism cases.** In any case in which a student is found to have committed plagiarism, the presumptive sanction is expulsion or suspension.

8. **Disqualification from honors.** If the Judicial Committee determines that disciplinary action is warranted, it shall determine also whether the student should be disqualified from consideration for honors upon graduation. Such determination shall be made a part of its report.

9. **Notification to faculty member.** If the Judicial Committee determines that disciplinary action is warranted for misconduct related to any work in a course or seminar, and if that determination is not set aside by a Disciplinary Review Panel, then any faculty member responsible for grading such course or seminar will be notified and will receive a copy of the relevant disciplinary decisions. The faculty member may alter the grade of the student to take account of the disciplinary violation.

10. **Summary of decisions published.** If a Judicial Committee has determined that a student is guilty of a rule violation or unprofessional conduct, and if that determination has not been set aside by a Disciplinary Review Panel, then a brief summary of the disciplinary action shall be published

within the School of Law unless the Dean determines otherwise. The summary shall not identify the student.

Article VIII. Review of Judicial Committee Decisions

1. **Composition of the Disciplinary Review Panel.** The Disciplinary Review Panel consists of three members and an alternate, appointed by the Dean, all of whom must be full-time members of the Faculty. On the Dean's appointment, one of the Panel members will serve as Chair. Faculty members serving on the Judicial Committee, or as Associate Dean, may not be Panel members.
2. **Procedure before the Disciplinary Review Panel.** A student found guilty of a disciplinary violation may appeal to the Disciplinary Review Panel, provided that the student so notifies the Dean's Office no later than 10 calendar days after the Judicial Committee's decision. A student who chooses to appeal must submit a written statement to the Dean's Office, setting forth grounds for relief from the Judicial Committee's decision. The statement must be submitted within 30 days after the student has filed notice of intent to appeal; otherwise, the appeal will be deemed to have been abandoned. If the student files a statement, the Dean may direct a response.
3. **Standard of review for the Disciplinary Review Panel.** The Panel will review the student's statement and any response, together with the record of the Judicial Committee's proceedings. The Panel's review is not limited to issues raised by the student, but absent exceptional circumstances, the Panel may not consider evidence that the student failed to present to the Judicial Committee. The Disciplinary Review Panel shall affirm the Judicial Committee's decision unless it finds the decision either clearly erroneous or fundamentally unfair.
4. **Challenges to the composition of the Disciplinary Review Panel.** Before determination of the appeal, the student should bring to the Panel's attention, with notice to the Dean, any facts or circumstances that would compromise or appear to compromise the impartiality of a Panel member. Any Panel member who knows of any such facts or circumstances, whether or not presented by the student, should recuse himself or herself from the Panel's deliberations. If any Panel member is disqualified, then the alternate member of the Panel will serve.
5. **Disciplinary Review Panel procedure.** The Panel will deliberate in private. The Panel's decision shall be reached by majority vote of the Panel members present and voting.
6. **Disciplinary Review Panel action.** Taking into account the standard of review described in section 3 above, the Disciplinary Review Panel may:
 - a. Adopt both the Judicial Committee's finding of a violation and the disciplinary action it imposed.
 - b. Adopt the Committee's finding of a violation, but determine that a lesser disciplinary action should be imposed.
 - c. Set aside, in whole or in part, the Committee's decision, either (1) dismissing all charges or (2) remanding to the Committee for rehearing as to the charges that should not be dismissed. On rehearing, the Judicial Committee may not impose more severe disciplinary action than it imposed.
7. **Finality.** The Panel's decision is final and not subject to further review.
8. **Notification to student.** The Disciplinary Review Panel shall transmit its decision to the Dean's Office. That Office will notify the student.

APPENDIX 1: Boston University Grievance Procedure in Cases of Alleged Discrimination

University policy and federal law prohibit discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, or disability.

When a student has reason to believe that his or her rights have been denied by reason of discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, or disability, he or she may file in writing a formal grievance with the Provost. The grievance statement should be as specific as possible regarding the action(s) that precipitated the grievance: date, place, and people involved; efforts made to settle the matter informally; and the remedy sought.

The Provost shall forward a copy of the grievance statement to the appropriate individuals within one week of the receipt of the statement. If a complaint raises an academic question, the grievance statement will be forwarded to the dean of the appropriate School or College, unless he is the subject of the grievance. In such cases, the Provost will investigate the complaint. If the complaint arises from a nonacademic unit, the grievance statement will be forwarded to the administrative head of the unit, unless he or she is the subject of the grievance. In such cases, the Provost will investigate the complaint. If a student's grievance alleges discrimination on the basis of disability, the Director of the Office of Disability Services, who is the University's Compliance Officer for Section 504 of the Rehabilitation Act of 1973, will also be provided with a copy of the grievance and will be involved in resolution of the grievance as appropriate.

The Provost, dean, or administrative head shall investigate the matters set forth in the written grievance. In conducting this investigation, the Provost, dean, or administrative head 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 to the grievance from appropriate individuals in the University. The Provost, dean, or administrative head may also choose to interview witnesses, to meet with concerned parties, to receive oral or written presentations and to make other appropriate independent inquiry. Within forty-five (45) days of the filing of the grievance, the Provost, dean, or administrative head will make a decision as to the merits of the student's grievance and the appropriate resolution of the situation. If resolution is not possible within forty-five (45) days, the Provost, dean, or administrative head shall inform the student of the reasons for delay.

Copies of the decision by the Provost, dean, or administrative head will be sent to the student, the Provost (when not issued by him), the Director of Disability Services where appropriate, and the University President. 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, appeal may be made to the Provost (unless the Provost has already decided the case) and, from there, to the President.

A record of all formal grievances will be kept on file in the Office of the Provost. A record of all grievances alleging disability discrimination will also be kept on file in the Office of Disability Services.

Complaints of discrimination which have not been resolved through the grievance procedure may be directed to the U.S. Department of Education, Office for Civil Rights, Region I, J.W. McCormack Post Office and Courthouse Building, Room 701, Boston, MA 02109. Telephone: 617-223-9662.

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, Room 274, 617-353-9286. Medical campus employees and applicants may also contact the Medical Campus Office of Human Resources, 560 Harrison Ave., Room 401, 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, Room 274, 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, Room 274, 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; 617-727-3990

Faculty, staff, or applicants for employment: United States Equal Employment Opportunity Commission; One Congress St., 10th floor; Boston, MA 02114; 617-565-3200

Students, applicants for admission, faculty, staff, or applicants for employment; Office for Civil Rights, U.S. Department of Education, Region I; J.W. McCormack Post Office and Courthouse, Rm. 222; Post Office Square; Boston, MA 02109; 617-223-9662

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, and also of all complaints, letters, responses, and related documents regarding allegations of discrimination by employers. Upon receiving an oral or written complaint, the Director shall review the CDO records for any prior oral or written complaints against the same employer. At any time that 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”). Prior to drafting the Letter, the Director shall review the records referenced in paragraphs 2.b. (3) and 2.b. (7) and consider whether any information contained therein should be referenced in 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 panel finds clear and convincing evidence of a violation, 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.

If, in the panel's view, it has received substantial evidence in support of a non-frivolous complaint, but the evidence does not satisfy the standard of clear and convincing, the panel may recommend that the Director give notice of the claimed violation to the BU Law Community, as specified in paragraph (b) below.

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 open to students containing, in the Director's discretion, documents or summaries of documents relating to discrimination, such as the Complaint, the employer Response, and the Committee's findings. The CDO general file relating to the employer in question will alert students to the existence of the Discrimination Complaint File. Documents in the latter file may, if the complaining student wishes, protect the student's

anonymity, but the CDO shall keep a record of the student's name. 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. 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 Assistant 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 race, color, religion, national origin, sex, age, handicap or disability, marital status, parental status, veteran status, or sexual orientation, notwithstanding any actual or alleged discrimination or harassment by the United States Department of Defense.

APPENDIX 4: BU Law Administrative Offices

(For a more comprehensive list, see www.bu.edu/law/directory.)

	Room	Phone
Academic Affairs, Associate Dean	1070H	353-3098
Admissions	1324	353-3100
Alumni Center	424	353-3118
American Society of Law and Medicine	1634	262-4990
Audio/Video Services, Law	564	353-3162
Banking and Financial Law Center	1524	353-3023
Building Superintendent	B64	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	424	353-3097
Computer Systems	1770	358-1697
Dean's Office	485	353-3112
Events Office	424	353-8011
Finance and Facilities	482	353-3171
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
Legislation Clinics	1020	353-8388
Library, Pappas Law	232	353-2332
Pike Institute on Law & Disability	1620	353-2904
Registrar's Office	444	353-3115
Student Affairs, Assistant Dean	482	358-1800

APPENDIX 5: BU Law Student Journals and Organizations

Journals	Room	Phone
American Journal of Law & Medicine	1672	3-2953
Annual Review of Banking and Financial Law	1520	3-8935
Journal of Science & Technology Law	545	3-8368
International Law Journal	1870	3-3157
Law Review	Annex	3-3166
Public Interest Law Journal	535	3-7255

Organization	Room	Phone	E-mail
American Civil Liberties Union			
American Constitution Society			
Arts Law Association (ALA)	B23	3-7457	
Asian Pacific-American Law Students Assoc.	845	3-6158	
Black Law Students Association (BLSA)	845	3-4703	bublsa@bu.edu
BU Law Coffeehouse			
Communications, Entertainment, & Sports Law Association	845	3-3165	cesla@bu.edu
Children and the Law			
Christian Legal Society			lejulie@bu.edu
Environmental Law Society	835	3-3399	els@bu.edu
Federalist Society			
Health Law Association	G31	3-2867	
Hockey Team			
Intellectual Law Property Law Society			
International Law Society	845	3-3165	
J. Rueben Clark Law Society			
Jewish Law Students Association (JLSA)	B23	3-7029	
Labor & Employment Law			
Latin American Law Students Association	B23	3-6159	bulalsa@yahoo.com
LAW Softball Team			
Law Students for Choice			
Legal Follies	G31		
National Lawyers Guild (NLG)	835	3-8472	
Older Wiser Law Students (OWLS)			owls@bu.edu
OUTLAW	280	3-8974	outlaw@bu.edu
Phi Alpha Delta			mpettit@bu.edu
Phi Delta Phi			
Public Interest Project (PI)	B79	3-4772	pip@bu.edu
Science & Technology Law			
Shelter Legal Services			
Single-Malt Scotch Club	855	8-1241	shelterbu@hotmail.com
South Asian American Law Student Assoc.	845	3-6158	saalsa@bu.edu
Student Bar Association (SBA)	G30	3-3095	
Student Government LAW School			
Women's Law Association (WLA)	280	3-8974	wlabu@bu.edu

APPENDIX 6

Law Tower at a Glance

- 18: International Law Journal | Computer Systems
- 17: Computer Systems
- 16: Graduate Tax Program | Sagall Library | American Journal of Law & Medicine | American Society for Law, Medicine & Ethics
- 15: Graduate and International Programs and LL.M. in American Law Program | Banking & Financial Law Studies | Annual Review of Banking Law | Charles C. Craig Graduate Student Lounge
- 14: Classrooms
- 13: Admissions | Financial Aid Office | Career Development Office
- 12: Rome Lounge | Criminal Clinical Programs | Civil Litigation Program | Trial Advocacy Program | Legislation Clinics & Legislative Internship
- 11: Faculty Offices | Institute for Jewish Law
- 10: Faculty Offices | Associate Dean for Academic Affairs | Faculty Services
- 9: Faculty Offices | Faculty Library
- 8: Classrooms
- 7: First-Year Writing Program Office | Moot Court Programs Office | Classroom
- 6: Classrooms | Moot Courtrooms
- 5: Classrooms | Public Interest Law Journal | Journal of Science & Technology | Law Audio/Visual Services
- 4: Dean's Office | Assistant Dean for Student Affairs Office | Registrar's Office | Alumni and Development Office | Communications and Marketing | Events Office | Finance and Facilities Office
- 3: Law Student Computer Labs | Lexis & Westlaw Terminals | Quiet Study Areas
- 2: Pappas Law Library | Sadie L. Shulman Study Lounge
- 1: JD Student Mail Files | Garo and Upton Student Lounges | Law School Café | Public Telephones
- G: Ring Lounge | Barristers Hall | SBA Office
- B: Lockers | B&G Office
- A: Mugar Annex, Law Library | Law Review Office

APPENDIX 7: Emergency Telephone Numbers



Police	
Boston University (Emergencies Only).....	617-353-2121
- all other business and information.....	617-353-2110
Boston.....	911 or 617-353-4200
Brookline.....	911 or 617-730-2222
Fire	
Boston University.....	617-353-2121
Boston, Brookline, Cambridge.....	911
Health	
Student Health Services.....	617-353-3575
Mental Health Clinic.....	617-353-3569
Crisis Intervention Counselor.....	617-353-3569
Nights and Weekends.....	617-353-2121
Boston Area Rape Crisis Hotline.....	617-492-7273
University Chaplain.....	617-353-3560
Boston University Switchboard	
8 AM to midnight (during academic year).....	617-353-2000
Building	
Building Superintendent.....	617-353-2144
Physical Plant 24-hour Service Line.....	617-353-2105
Bomb Threats.....	617-353-2121
School Cancellations	
Recorded Message.....	617-353-SNOW

This Handbook was produced by the Office of Graduate and International Programs, the Office of the Associate Dean for Administration, and the Office of the Assistant Dean for Student Affairs. Information in this publication is subject to change. BU Law Academic Regulations and Disciplinary Regulations are approved by vote of the BU Law faculty.

BOSTON UNIVERSITY SCHOOL OF LAW

CALENDAR FOR THE 2009-2010 ACADEMIC YEAR

FALL SEMESTER

Office of Graduate and International Programs Orientation	Thursday, August 27 and Friday, August 28, 2009
All Classes Begin	Monday, August 31, 2009
Fall Add/Drop	Monday, August 31, 2009 through Tuesday, September 15, 2009
Columbus Day: Classes Suspended	Monday, October 12, 2009
Substitute Monday Schedule of Classes	Tuesday, October 13, 2009
Substitute Friday Schedule of Classes	Wednesday, November 25, 2009
Thanksgiving Recess	Thursday, November 26, 2009 through Sunday, November 29, 2009
Last Day of Classes	Thursday, December 4, 2009
Reading Period	Saturday, December 5, 2009 through Tuesday, December 8, 2009
Exam Period	Wednesday, December 9, 2009 through Tuesday, December 22, 2009

SPRING SEMESTER

New Exchange Student Orientation	Monday, January 11, 2010
All Classes Begin	Tuesday, January 12, 2010
Spring Drop/Add	Tuesday, January 12 through Tuesday, January 26, 2010
Martin Luther King Day: Classes Suspended	Monday, January 18, 2010
Substitute Monday Schedule of Classes	Tuesday, January 19, 2010
Presidents' Day: Classes Suspended	Monday, February 15, 2010
Substitute Monday Schedule of Classes	Wednesday, February 17, 2010
Spring Recess	Saturday, March 6, 2009 through Sunday, March 14, 2010

Patriots' Day: Classes Suspended	Monday, April 19, 2010
Substitute Monday Schedule of Classes	Thursday, April 22, 2010
Last Day of Classes	Thursday, April 22, 2010
Second & Third Year Reading Period	Friday, April 23, 2009 through Monday, April 26, 2010
Second & Third Year Exams	Tuesday, April 27, 2009 through Friday, May 7, 2010
First-Year Reading Period	Friday, April 23, 2009 through Tuesday, April 27, 2010
First-Year Exam Period	Wednesday, April 28, 2010 through Wednesday, May 12, 2010
Commencement	Sunday, May 16, 2010

SUBJECT TO CHANGE.

7/23/2009