



Boston University School of Law
Graduate Tax Program

2011.2012 Student Handbook

Academic Regulations
Supplemental Student Information
Disciplinary Regulations
Select University Policies

2011.2012 GTP Academic Calendar

Semester I: Fall

September

6 Tuesday Classes Begin. Fall Add/Drop Period Begins
19 Monday Last Day of Add/Drop Period

October

10 Monday Columbus Day: Classes Suspended
11 Tuesday Substitute Monday Schedule of Classes

November

23 Wednesday Substitute Friday Schedule of Classes
24 Thursday Classes Suspended. Thanksgiving Recess through Sunday
November 27

December

8 Thursday Last Day of GTP Classes
9 Friday Final Exams Begin and Continue Through Thursday, December 22

Semester II: Spring

January

17 Tuesday Classes Begin. Spring Add/Drop Period Begins
30 Monday Spring Add/Drop Period Ends

February

20 Monday President's Day: Classes Suspended
21 Tuesday Substitute Monday Schedule of Classes

March

10 Saturday Spring Recess Through Sunday, March 18

April

16 Monday Patriots' Day: Classes Suspended
18 Wednesday Substitute Monday Classes
25 Wednesday Last Day of GTP Classes
30 Monday Final Exams Begin and Continue Through Friday, May 11

May

20 Sunday Commencement Ceremony

Student Handbook 2011.2012

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GRADUATE TAX PROGRAM ACADEMIC REGULATIONS

(As approved by the Graduate Tax Program
Committee on November 12, 2009).

Section 1. Master of Laws in Taxation Degree Requirements.

- A. Master of Laws Degree.** Boston University confers the degree of Master of Laws (LL.M.) in Taxation on candidates who, after successful completion of the degree requirements, are recommended by the Program Director to the Dean, presented by the Dean to and voted by the Faculty, and approved by the President and Trustees of the University.
- B. Degree Requirements.** To qualify for the LL.M. in Taxation, a candidate must satisfy the following requirements.
- (1) **Credit Requirements.**
 - (a) Complete with a passing grade a minimum of 24 credits in the Graduate Tax Program curriculum (or elsewhere if approved as provided in Section 3 of these regulations)
 - (b) Complete each course for which he or she is registered, including any additional courses beyond the required 24 credits, unless the course has been dropped as provided in Section 2.G of these regulations.
 - (2) **Required Courses.** Complete the following courses: Federal Income Taxation I, Federal Income Taxation II, Introduction to Corporate Tax, Partnership Tax I, and Tax Practice and Procedure, unless any such requirement is waived by the Program Director.
 - (3) **Grade Requirements.** (See Section 9A(2) for conversion of letter grades to numerical grade point average).
 - (a) Achieve a C or better in all Required Courses;
 - (b) Receive not more than one grade below C-minus in elective courses;
 - (c) Achieve a cumulative grade point average of 2.5 or better after completion of 12 credits; and
 - (d) Upon completing 24 or more credits, have a cumulative grade point average of 3.0 or better.

(4) **Timing Requirements.** A full-time student must complete the Degree Requirements in two consecutive academic semesters. A part-time student must complete the Degree Requirements in not more than eight consecutive semesters. With the written approval of the Program Director, a student may change his or her status from full-time to part-time or the converse.

C. Waiver of Certain Degree Requirements.

The Program Director, upon receipt of a written request from a student expressing good cause, may waive the requirement that the student:

- (1) complete a particular Required Course, or
- (2) comply with the timing requirements.

D. Tax Ethics. Tax Ethics Program: Prior to graduation, all GTP students who have not completed TX 914 Standards and Responsibilities in Tax Practice are required to participate in the GTP Tax Ethics Program. This half-day program is typically offered in the spring. In extraordinary circumstances, the Program Director may approve an alternative educational program as satisfying this requirement.

E. Failure to Satisfy Degree Requirements. Any student who fails to satisfy one or more of the Degree Requirements at the end of the program and has not received a waiver of that requirement as provided in these Regulations will be dropped from the program. Any student who has been so dropped may request relief from the Graduate Tax Program Committee, pursuant to Section 12 of these Regulations.

F. Commencement Participation. All students who fulfill the requirements for the LL.M. in Taxation degree as set forth in paragraph B above shall be entitled to participate in the School of Law Convocation and the Boston University commencement.

G. Honors. The LL.M. degree is not awarded with honors. The member of each graduating class with the highest cumulative grade point average is recognized at commencement with the Academic Achievement Award. The Ernest M. Haddad Award is presented to the member of the class who best exhibits overall ability, taking into consideration academic achievement,

character, and potential to serve the public interest.

Director, upon receipt of a written request from a student expressing good cause, may waive the requirement to take a prerequisite or corequisite course.

Section 2. Registration and Course Selection.

- A. Registration.** Every student must register by the end of the official registration period for each semester. The University reserves the right to require earlier completion of registration by pre-registration and pre-payment of tuition and fees.
- B. Late Registration.** The University will charge a late registration fee to a student who registers after the official registration period. A student may not register later than one week after the official registration period without the Program Director's written approval.
- C. BU Login and E-mail Account.** All GTP students must establish Boston University Academic Computing System (ACS) accounts, which will allow them to access e-mail, the Student Link, CourseInfo and other computer resources. For more information on setting up an ACS account, see Section 1C in the Supplemental Student Information.
- D. Terrier Card/BU ID:** All GTP students must obtain a Terrier Card for evening access to the building. This includes both full and part-time students.
- E. Course Selection; Maximum Credits for Full-Time Students.** A full-time student must register for no less than 10 credits and no more than 18 credits in each of two consecutive semesters. The normal course load for full-time students is 12 credits. Boston University does not charge additional tuition to full-time students whose total course load, including audited courses, does not exceed 18 credits in any given semester. However, because most students find the normal full-time course load of 12 credits quite demanding, a student may take more than 12 credits only with the written permission of the Program Director.
- F. Prerequisite and Corequisite Courses.** Prior to registering for a particular course, students should ensure that they have taken any prerequisite courses and have taken or registered for any corequisite courses. The Program

- G. Add/Drop Period and Course Withdrawal.** Students may drop and add courses at the beginning of each semester during the "Add/Drop" period specified on the academic calendar (generally the first two weeks of each semester). Students must submit schedule changes by completing a drop/add form, available at the Graduate Tax Program office. The Graduate Tax Program Director may authorize late drops and, with the instructor's approval, adds. However, unless the student demonstrates good cause for such a delay, a course that the Program Director permits to be dropped after the relevant deadline will appear on the student's transcript with a notation of "W/D" (withdrawal). A student who for any reason does not take an examination in a course for which he or she has registered and has not received permission to drop or withdraw from the course pursuant to this Section may or may not be granted some form of examination relief pursuant to Section 6.
- H. Wait List for Closed Courses.** Students wanting to add courses or seminars that are oversubscribed and listed as closed may ask to be placed on a wait-list. Wait listed students will be allowed to register in such closed courses and seminars if space permits at the end of the Add/Drop period.
- I. Independent Study.**
 - (1) **Credit.** An Independent Study Project provides an opportunity to earn one or two credits by completing an intensive research and writing project under close faculty supervision. Only one Independent Study Project may be taken for credit toward the LL.M. in Taxation degree, and credit is allowed only if the project is approved in advance by the Graduate Tax Program Director.
 - (2) **Approval.** Students must submit a written proposal to the Graduate Tax Program Director, consisting of a preliminary project outline and a letter from a Graduate Tax Program faculty member indicating that he or she:
 - (a) has reviewed the outline,
 - (b) believes that the topic is worth of study,

- (c) believes that the student has the interest and ability to complete the project, and
- (d) agrees to supervise the project.

A form designed to simplify the process of obtaining approval for an Independent Study Project is available from the GTP Office or on line at <http://www.bu.edu/law/central/llm/graduate/taxation/forms.html>

(3) The GTP requires the following from a student who is working on a 1 credit Independent Study:

- (a) A detailed outline two weeks after approval of the project;
- (b) A first draft submitted one month in advance of the due date;
- (c) Monthly meetings between student and faculty (with biweekly communications strongly encouraged);
- (d) A paper length of 25-30 pages (double spaced, 12 point Times New Roman font).

(4) The GTP requires the following from a student who is working on a 2 credit Independent Study:

- (a) A detailed outline two weeks after approval of the project;
- (b) A first draft submitted one month in advance of the due date;
- (c) Monthly meetings between student and faculty (with biweekly communications strongly encouraged);
- (d) A paper length of 50 -75 pages (double spaced, 12 point Times New Roman font).

J. Auditing Courses. Students must obtain written permission to audit a course from both the instructor and the Program Director on an official Audit Form available at the Graduate Tax Program office. An instructor may require that a student, as a condition to auditing the course, complete all work required of students taking the course for credit, including exams and papers. Audited courses will count toward the 18 credit per semester limit, but will not count towards the 24 credit Degree Requirement. Students may not audit required courses. A student, who wishes to include an audited course on his or her transcript at the end of a term, must obtain the instructor's written certification on an

official Audit Form, indicating that he or she has satisfactorily audited the course. The audited course will appear with the notation "AUD" on the student's transcript.

K. Program, Calendar and Schedule Changes.

The School of Law reserves the right in its sole judgment to make changes of any kind to its program, calendar, or academic schedule as it deems necessary or desirable. Changes may include varying course content, rescheduling classes with or without extending the actual academic term, canceling scheduled classes and other academic activities, and requiring or affording alternatives for scheduled classes or other academic activities. The School of Law may give notice of such changes as is reasonably practicable under the circumstances.

Section 3. Credit for Courses Taken Outside the Graduate Tax Program

- A. Credit Allowed.** A student may take courses offered by other programs either within or outside the School of Law for up to four credits towards the LL.M. in Taxation degree, provided that the following conditions are met:
- (1) **Level.** If the course is not part of a law school curriculum, it must be a graduate level course.
 - (2) **Prior Approval.** The student must obtain written approval to take the course before registering for it from the Program Director, the administration of the host school, and the course instructor.
 - (3) **Grades.** The student must receive a grade of B (or its equivalent) or better in the course.
 - (4) **Credits.** For any course taken within Boston University School of Law, the number of credits that are assigned to the course will be credited to the LL.M. in Taxation degree. For any graduate level course taken outside the School of Law, a maximum of two credits per course will be credited to the LL.M. in Taxation degree regardless of the number of credits assigned to the course by the host school.
 - (5) "Qualified Tax Courses" offered in the J.D. curriculum are treated as GTP courses for this purpose.
- B. Courses Taken at Another Law School.** A student who has completed twelve or more credits in the Graduate Tax Program at Boston University may petition the Graduate Tax

Program Committee for permission to take courses for credit toward the Boston University degree at another ABA/AALS approved law school. The petition must be submitted prior to registering for the courses and must set forth the name of the law school to which the student intends to apply, details about the courses that the student intends to take, and the reason for the request.

- C. GPA Calculation.** Grades received in courses taken within Boston University School of Law for credit towards the LL.M. in Taxation degree will be calculated in the student's grade point average. Grades received in courses taken outside of Boston University School of Law will be recorded on the student's transcript but will not be calculated in the student's grade point average.
- D. Tuition Charges.** Full-time students of Boston University School of Law are not charged additional tuition for selected courses taken at Boston College Law School (within the 18 credit per semester limit). A cross-registration form may be obtained from the Graduate Tax Program office. Tuition and fees at all other schools are borne by the student.

Section 4. Attendance, Preparation, Classroom Participation, Grade Adjustments, and Class Cancellations.

- A. Attendance.** Each student is expected to attend regularly the classes in each course for which he or she is registered. Students must notify the Program Director, in advance if possible, of extended absences. A student who misses the first meeting of a seminar without the permission of the instructor may be administratively dropped from the course.
- B. Preparation and Classroom Participation.** Each student is expected to prepare assigned materials for each class and to participate in class discussion.
- C. Excessive Absences.**
- (1) **Notice by Instructor.** An instructor may exclude from the final examination in a course a student who has been warned that absences in a course are excessive, and whose absences thereafter continue. Such a student will receive a

failing grade. A "warning" under this section may be communicated orally or in writing. A written warning will be deemed adequate if mailed to the address for the student that is on file with the Graduate Tax Program office.

- (2) **Failure to Attend Classes.** The Graduate Tax Program Committee may impose the following sanctions without advance notice to the student:
- (a) A student, whose cumulative unexcused absences from a course are the equivalent of four weeks of instruction, may be excluded from the final examination or any other further participation in the course or seminar and be given a failing grade.
- (b) A student who has not attended any of his or her classes in a four-week period may be administratively dropped from the school.
- (3) **Petition for Relief.** A student upon whom either of the above sanctions has been imposed may petition the Graduate Tax Program Committee for readmission to the course or seminar, or to the Program generally, pursuant to Section 12. There is a heavy presumption against readmission, especially in cases where the student did not communicate with the Program Director, the instructor, or the Graduate Tax Program office about the absences before or during the period in which the absences occurred.
- D. Grade Adjustment.** Instructors will usually announce the basis upon which they will calculate their students' final grades on or before the first day of class. While grades will normally be based primarily on a student's level of achievement in an examination or paper or a combination of the two, an instructor, in determining a student's final grade in any course, may take into consideration a student's attendance, preparation and classroom participation. As a general rule, an instructor may, without advance notification, raise or lower grades achieved as a result of examinations and papers by one increment (e.g., from B to B+ or the converse) to reflect a student's classroom participation. Any exceptions to the general rule will be announced on or before the first day of class. Such exceptions may include raising or lowering a grade achieved as a result of examinations and papers by more than one increment.

E. Class Cancellations.

- (1) **Illness or Personal Reasons.** If an instructor should cancel a class due to illness or personal reasons, the Graduate Tax Program office will distribute an email to students stating that class has been cancelled. In addition, it will note the cancellation on the door to the classroom.
 - (2) **Weather.** During inclement weather, such as snow, Boston University will decide whether to cancel daytime classes by 6:00 A.M. and evening classes by 3:00 P.M. As a general rule, the Graduate Tax Program will follow the lead of Boston University and the School of Law J.D. program in determining whether to cancel classes. However, because many Graduate Tax Program students commute long distances and because tax classes are held in the late afternoon and evening, it is possible that the Graduate Tax Program will decide to cancel classes, notwithstanding a contrary decision made by the University. When deciding to cancel classes due to inclement weather, the Graduate Tax Program will make the decision no later than noon. Once the Graduate Tax Program makes a decision, it will distribute an email to faculty and students stating that classes have been cancelled. It will also call faculty who are teaching on that day. It will post an announcement on the Graduate Tax Program web site. Finally, it will put an automatic reply notice on gradtax@bu.edu stating that classes are cancelled. Students and faculty should submit all inquiries about weather to the gradtax@bu.edu email account, not directly to the Assistant Director or Program Coordinator.
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Section 5. Recording of Classes.

- A. Audio or Video Recording of Classes.** With the permission of the instructor, classroom proceedings may be recorded by the School of Law's Audiovisual Department for certain purposes including, but not limited to, accommodation of student illness, disability or religious holidays. Any use of audio or video recording devices in the classroom, without the instructor's express permission, is prohibited.
- B. Requests.** Students must submit any requests to record a class to the Graduate Tax Program office in writing two weeks in advance and should include the reason for the request.

- C. Approval.** Faculty members may deny or grant requests for recording for any reason. Where an individual faculty member specifically approves a request for video or audio recording, the Graduate Tax Program office will make the recording available only to the person or group to whom permission has been granted and shall dispose of the recording as directed by the instructor.
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Section 6. Examinations.

- A. Examinations, Take Home Examinations, and Papers.** Each instructor determines the basis upon which a student's proficiency in the course taught by the instructor will be measured. Instructors may evaluate student performance through proctored examinations (either open or closed book), take home examinations, papers, oral presentations, or any combination of these.
- B. Examination Schedule.** Except where an instructor has arranged to evaluate student performance by a means other than examination, all students, including non-degree students, are required to take the final examination as scheduled in each course for which they are registered.
- C. Reports of Absences from Examinations.** Any student who for any reason is unable to take an examination as scheduled must promptly, and prior to the examination, report the facts to the Graduate Tax Program office and **NOT** to the instructor. This is essential in order to preserve the anonymous grading process. Whenever possible, instructors receive make up examinations together with all other examinations. Requests for relief can be granted only by the Graduate Tax Program Committee or, in an emergency situation such as recent onset of illness, by the Program Director or Assistant Director.
- D. Excused Absences from Examination Due to Religious Holiday or Examination Schedule Conflict.** Students who wish to be excused from taking an exam on its scheduled date due to a religious holiday or examination schedule conflict should contact the Graduate Tax Program office at least one week before the scheduled examination date. A student will be excused from an examination that is scheduled to

take place on a religious holiday that the student observes or an examination that is part of a schedule 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 forty-eight hours after commencement of the first; (3) two examinations on one calendar day; or (4) four examinations on four consecutive calendar days. In the 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 third examination may be rescheduled. The rescheduled examination date will be as close to the originally scheduled date as possible, and ordinarily it will be no more than five days later than the originally scheduled date.

E. Requests for Examination Relief. Requests for Examination Relief. Except as provided in Section 6. D, failure to take an in-class examination at the scheduled or rescheduled time or failure to submit a take home examination on time, will be excused only where the student's failure was caused by serious illness or other compelling causes beyond the student's control. A student who wishes to request examination relief for such reason must contact the Graduate Tax Program office prior to the scheduled time of the examination. The Program Director or Assistant Director has discretion to grant examination relief in cases where requests for relief are made prior to or during the time set for the examination. Requests for relief made after the time set for the examination are determined by the Graduate Tax Program Committee. When illness is the cause, the student's request must be supported by a statement from a physician who examined the student. The physician's statement must show the date, nature, and severity of the illness, and must give the physician's judgment as to the ability of the student to take the examination as scheduled. The Program Director shall have discretion to waive the requirement of a physician's statement with respect to any serious illness for which the Director of Boston University Student Health Services recommends that patients not leave home to be examined by a physician, but only with respect to a student who has reported the illness to Student Health Services. If the Program Director or Assistant Director decides that the student's failure to take or submit an

examination on time is excused, he or she will provide an appropriate remedy, which ordinarily will be to reschedule the examination for the earliest date consistent with the reason for recognizing the excuse.

F. Unexcused Failure to Take or Submit an Examination on Time. If the Graduate Tax Program 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 student 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 credits assigned to the course. However, the Committee may in its discretion allow the student to take and submit the examination, provided that the student does so immediately. If the Graduate Tax Program Committee so allows, a penalty will be imposed 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.

G. Examination Rules. The following rules, which apply generally to the relative conduct of the examinations, may be supplemented by the instructor for his or her course. A student who believes he or she has good cause for relief from one of these rules may submit a petition to the Graduate Tax Program Committee requesting some form of relief.

- (1) All final examinations are "closed-book" unless otherwise specified. A student may not consult books, notes, other materials, or other persons during an examination, except as authorized by the instructor. Students may have in their possession during an examination only those materials specified by the instructor.
- (2) Unless otherwise authorized by the Graduate Tax Program Committee, all final examinations will be at least two hours long. All questions and answers will be in writing.
- (3) Students with appropriately documented disabilities who are enrolled in Boston University courses or programs may be eligible for reasonable accommodations. Students seeking accommodations must provide appropriate medical documentation of their disability so that the Office of Disability Services (617-353-3658) can determine a student's eligibility for accommodations and, if

the student is eligible, determine appropriate academic accommodations.

- (4) Students whose native language is not English and whose prior education has been in another language may qualify for additional time during examinations. Students who have had one or more years of education in English ordinarily will not qualify for additional time. Students who believe that they may qualify for extra time must submit a written request to the Program Director who may consult with members of the Graduate Tax Program Committee before making a decision on the request.
- (5) All final examinations, including take home examinations, shall be evaluated on an anonymous basis. Instructors shall identify students' papers only by numbers assigned by the Graduate Tax Program office.
- (6) Take home examinations shall be issued by and returned to the Graduate Tax Program office.
- (7) Use of cell phones, or other communication and/or recording devices, is forbidden unless authorized specifically by the Program Director in advance of the examination. Devices may not be used and must be shut off so they do not ring or vibrate.
- (8) A laptop computer may be used during in-class examinations by a student who has downloaded the appropriate ExamSoft software by the deadline published by the Graduate Tax Program, but only if that computer actually is running such ExamSoft software.
- (9) Except in the case of an emergency, students taking an in-class examination may leave the examination room only as necessary to use the restrooms.
- (10) Students may not have access to classrooms, lockers, libraries, or student offices during the course of an examination.
- (11) Students must stop writing and turn in their in-class examination papers when time is called.
- (12) Students must arrive on time for examinations. A student who arrives late for an examination will not be allotted any additional time after time is called.
- (13) No student may retake an examination for any purpose, except as otherwise permitted under these regulations.
- (14) Students may review essay portions of their examinations after final grades have been released by contacting their instructors. An instructor may not change a grade based upon such a review, unless it is determined that there was a computational or clerical error in recording the grade.

Section 7. Papers.

- A. Deadline for Submitting Papers.** Students must submit any final papers required by an instructor by 5:00 P.M. on the day after classes end unless the instructor has prescribed an earlier or later deadline.
- B. Extensions.** A student seeking an extension must submit a petition to the Graduate Tax Program office at least one week prior to the assigned due date whenever possible. The extension must be justified by an exceptional circumstance, and must be approved by both the Program Director or Assistant Director and the instructor of the course.
- C. Failure to Submit a Paper on Time.** If a student has failed to submit a paper on time without first having notified the Graduate Tax Program office, the student should promptly report the facts to the instructor or, if the paper is to be graded anonymously, to the Program Director or Assistant Director. The instructor may either impose a penalty for the late submission or extend the deadline, or may refer the matter to the Graduate Tax Program Committee for determination. The Committee may authorize an extension only after consulting with the instructor and only in the case of serious illness or other compelling cause beyond the student's control. If illness is the cause, the student must produce supporting documentation as described in Section 6. E for examination relief.

Section 8. Course and Teacher Evaluations.

- A.** At the end of each course, the Graduate Tax Program office will ask each student to evaluate the course and the quality of instruction. Typically, students fill out the evaluation forms at the beginning of the last class in each course. It is the hope and expectation of the Graduate Tax Program that students will take this formal evaluation process very seriously and give constructive commentary that will help improve the quality of the program. If a student has any concerns about the course or the instructor, he or she should promptly bring them to the attention of the instructor and not wait until the formal evaluation process to express them. Students

should also feel free to speak directly with the Program Director or Assistant Director.

Section 9. Grades, Class Rank, and Transcripts.

A. Grading Scale and Procedure

- (1) The School of Law uses a letter grading system. The minimum passing grade in each course or seminar is a D.
- (2) In calculating grade point averages, letter grades are given the following numerical equivalents:

A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0
B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0.0

For all courses with enrollments greater than 25, the Faculty has suggested the following grade distribution:

A+	0-5%	
A+, A, A-	20-30%	(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)
C+ and below	0-10%	
D, F	0-5%	

- (3) The Graduate Tax Program office will release final grades to students 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.
- (4) Except in the case of demonstrable clerical or computational error, grades submitted as final by an instructor to the Graduate Tax Program office

may not be changed, even upon the request of the instructor, except by vote of the Faculty of the School of Law.

- B. **Class Rank.** Class rank is calculated and issued in May of each year and is based on the cumulative averages of all students, full and part time, graduating in that academic year. In addition, an interim ranking of only full time students is made at the end of the fall semester.

C. Transcripts and Other Student Records.

- (1) A student's transcript and record will be made available to the Dean, his/ her representative, the Program Director, the Assistant Director, 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.
- (2) Law School transcript requests are processed by the School of Law Registrar's Office. Requests forms for transcripts are available at the School of Law Registrar's Office, or you may mail or fax a signed, written request. You may email a transcript request to lawreg@bu.edu only if you are going to pick up the transcript from the Registrar's Office. You will be required to sign a printed copy of your request at that time. The Registrar's Office does not accept telephone requests for transcripts. All requests must bear the student's signature and should include their name, BU ID number or social security number, program, number of transcripts requested (maximum of 10 per request), and whether the transcripts should be unofficial or official. Transcripts mailed or issued directly to the student are provided free of charge. Transcripts mailed or issued to a third party are subject to a \$3.00 fee per transcript.

Section 10. Leaves of Absence and Withdrawals

- A. **Leaves of Absence.** A student seeking a temporary interruption of study must submit a written request for a leave of absence, setting forth the reasons for the leave and the activities in which the student expects to be engaged during the leave, to the Program Director, who may, in his discretion, grant the request with such conditions as he may deem appropriate. In addition to any special conditions imposed, the following rules apply to all leaves:

- (1) **Length.** Leaves ordinarily will not be granted for periods longer than one semester.
- (2) **Extension.** A student seeking to extend a leave must submit a written petition to the Program Director before the leave has expired. The total length of a leave may not exceed two consecutive semesters.
- (3) **Return.** A student returning from a leave must send written notification to the Graduate Tax Program office at least two months before the beginning of the semester in which the student wants to return. A student failing to give such notice may not return for that semester without the Program Director's permission.
- (4) **Four year rule.** A student who takes a leave of absence is still expected to comply with the Timing Requirements set forth in Section 1.B.(4).

B. Lapse of Program Completion. A student shall be dropped from the program if:

- (1) the student has not completed the Degree Requirements in a timely manner pursuant to Section 1.B.(4), or
- (2) the student has not registered to take courses in a semester, and has not been granted a leave of absence.

A student who has been dropped from the Program pursuant to this section may file with the Program Director to be considered by the Graduate Tax Program Committee, a petition for reinstatement pursuant to Section 12.C.

C. Withdrawal in Good Standing. Withdrawal in good standing becomes effective only upon submission of an official withdrawal form to the Program Director or Assistant Director, irrespective of the reason for withdrawal. No student may withdraw in good standing until all obligations to the University have been paid. Tuition refunds may be sought in accordance with University regulations.

D. Readmission of Students Who Have Withdrawn. A student who has withdrawn from the Program may submit a written request for readmission to the Graduate Tax Program office. The office will refer the request to the Graduate Tax Program Committee. The request must explain the circumstances of the withdrawal, the reasons for not having requested a leave of absence, and the events leading to the request for readmission. After considering the petition and the student's record, the Committee may grant readmission, with any conditions deemed appropriate, or may require the student

to reapply through the ordinary admissions process.

Section 11. Seven Semester J.D./LL.M. in Taxation Program

A. Program Overview. The School of Law offers qualified Boston University J.D. candidates the opportunity to earn an LL.M. in Taxation with only one semester of full time post-J.D. study. In order to be eligible for the LL.M. degree, a seven-semester student must earn a total of 24 credits in qualified tax courses. The student, however, is given advanced standing toward the LL.M. degree for 12 credits in qualified tax courses taken as a part of the J.D. course of study. (Credit will not be given toward the LL.M. degree for Graduate Tax Program courses which are in whole or in part repetitive of courses taken in the J.D. curriculum.)

B. Admission Requirements. In order to qualify for admission to the Seven Semester Program, a Boston University J.D. student must:

- (1) have and maintain a cumulative G.P.A. of B or better, and
- (2) complete with grades of B or better the basic Federal Income Taxation course (for which credit toward the LL.M. degree is not given) and 12 or more additional credits of qualified tax courses (12 of which may be credited toward both the LL.M. and the J.D. degree programs.) **These latter courses must include at least one corporate tax course and at least one partnership tax course.** A Boston University J.D. student interested in the Seven Semester Program is strongly encouraged to satisfy the GTP's tax ethics requirement as described in Section 1.D prior to completing the J.D. degree, either by completing TX 914 (Standards and Responsibilities in Tax Practice) or by participating in the GTP Tax Ethics Program, in order to avoid potential scheduling difficulties in the seventh semester.

C. Qualified Tax Courses. As a general rule, only tax courses which are taught by members of the full-time faculty or members of the Graduate Tax Program faculty qualify for credit toward the LL.M. in Taxation degree. Questions about whether a particular course qualifies may be addressed to the Program Director.

- D. Admission Procedure.** Any Boston University J.D. student who has taken the basic Federal Income Taxation course may apply for admission to the Seven Semester Program. Typically, applications will be made during a student's fourth or fifth semester in the J.D. program. Applicants must follow the regular application process for admission to the Graduate Tax Program, with the following exceptions: (i) they need to submit only one letter of recommendation which must be from a member of the J.D. faculty and (ii) they do not need to provide official transcripts of their pre-J.D. program academic work. Applicants will be notified whether they will be offered admission to the Seven Semester Program promptly after the application file is complete. All offers of admission to the Graduate Tax Program are conditional upon the applicant completing the admissions requirements set forth above and successfully completing the J.D. program. Denial of admission to the Seven Semester Program does not preclude admission to the Graduate Tax Program on a regular basis.
- E. Academic Regulations.** The Academic Regulations for the J.D. Program apply to students who have been offered admission to the Seven Semester Program until they receive their J.D. degrees. Thereafter, the Academic Regulations of the Graduate Tax Program apply. A student may request relief from this, or any other Seven Semester Program requirement, pursuant to the procedures set forth in the Academic Regulations of the Graduate Tax Program.
- F. Transcripts.** The School of Law will maintain and provide separate transcripts for the J.D. program and the Graduate Tax Program. The LL.M. transcript will list, with grades, all tax courses taken by the student while enrolled in the J.D. program, including the basic Federal Income Taxation course, and will indicate which of those courses are being credited toward the LL.M. degree as well as the J.D. degree. The grades received in the indicated courses will be calculated in the student's grade point average in the Graduate Tax Program.
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Section 12. The Graduate Tax Program Committee

- A. Authority.** The Graduate Tax Program Committee has overall responsibility for the academic policy and administration of the Graduate Tax Program including, but not limited to, functions assigned to it by these Academic Regulations.
- B. Petitions to the Committee.** Students may submit a petition to the GTP Director regarding a matter to be considered by the GTP Committee. The Director may bring appropriate petitions before the Committee. Petitions should state all material facts and specify the relief sought. Appropriate supporting statements should accompany the petition.
- C. Reinstatement**
- (1) **Petition for Reinstatement.** A student who is dropped from the Graduate Tax Program for failure to fulfill the degree requirements or otherwise may petition the Graduate Tax Program Committee 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 indicates that a medical condition should be taken into consideration by the Committee as a contributing factor, a full statement from the attending physician must accompany the petition.
- (2) **Relief Available.** The Graduate Tax Program Committee may in its discretion grant such relief and upon such conditions as it deems appropriate. Such relief may include, but is not limited to, retaking a course, taking additional courses, achieving a successful grade in a course or courses to be taken, or a combination of the above.
- D. Committee Procedure.** The Graduate Tax Program Committee will normally consider a petition in executive session. A student who has been dropped from the Graduate Tax Program may of right appear once before the Committee if his or her petition for readmission is denied. In all other cases, requests to appear before the Committee will be granted only in extraordinary circumstances. The Graduate Tax Program

Committee will notify the student of its decision in writing. Committee decisions are final and not subject to reconsideration absent compelling circumstances.

E. Composition.

- (1) The Graduate Tax Program Committee shall consist of:
 - (a) the Director of the Graduate Tax Program, who shall serve as Chair of the Committee;
 - (b) the Assistant Dean for Graduate and International Programs;
 - (c) a member of the full-time faculty of the School of Law; and
 - (d) such other members of the full-time faculty of the School of Law and the adjunct faculty of the Graduate Tax Program as may be recommended by the Program Director and appointed by the Dean of the School of Law.

- (2) The members of the committee during the academic year 2011/2012 are:
 - (a) Daniel M. Berman, Chairman
 - (b) David B. Casten
 - (c) Lillian V. Faulhaber
 - (d) Alan L. Feld
 - (e) William W. Park (Fall 2011)
 - (f) Brainard L. Patton, Jr.
 - (g) Ameek A. Ponda
 - (h) John N. Riccardi, *ex officio*
 - (i) David I. Walker (Fall 2011)

SUPPLEMENTAL STUDENT INFORMATION

Section 1. Program Information and School of Law Services

- A, Graduate Tax Program Office,** Room 1670, 16th Floor; 617-353-3105; www.bu.edu/gradtax. The Graduate Tax Program office is open Monday-Wednesday from 9 a.m. to 6:00 p.m., and Thursday-Friday from 9 a.m. to 5 p.m. The office closes on all holidays for which the School of Law is closed. Our summer hours are Monday-Friday from 9 a.m. to 5 p.m.
- B, Announcements.** Students should frequently check their email accounts for information about assignments, events, class cancellations, etc. Students may also contact the Graduate Tax Program office with specific questions.
- C. Blackboard 8:** [Blackboard 8](#) is the latest and most popular product for managing online course content at BU. BU offers Blackboard 8 sites to the entire University for courses, certificate programs, clerkships, and for departments looking to communicate and collaborate online.
- D. Academic Computing System (ACS) BU E-mail Accounts.** Members of the Boston University community are entitled to a free internet account through the University's Academic Computing System (ACS). **All officially registered GTP students must set up a Boston University ACS account.**

ACS accounts provide students with a BU login name and a Kerberos password. With this BU login name and Kerberos password, students can access email, Student Link, online course materials (required for many courses), and numerous other computer resources. To establish a BU login name and Kerberos password, please visit the ACS application form available <http://www.bu.edu/tech/accounts>.

For those who have **not** completed the Early Bird process, once you have completed the online form, you must present your current BU ID card or other photo ID at one of the Boston University Information Services & Technology

IT Help Centers. There is an IT Help Center located in the Mugar Library (which is located next to the BU Law tower) at 771 Commonwealth Avenue. There is also another IT Help Center located at 533 Commonwealth Avenue (next to Bertucci's Restaurant). ACS accounts allow students to access e-mail, the Student Link, Blackboard 8, and numerous other computer resources. For more information on IT, see Section 2.G in the Supplemental Student Information.

- E. The Student Link,** www.bu.edu/studentlink
The Student Link website allows students to check their grades; check their student records including class schedules, student accounts, and financial aid; and provides numerous other student resources. You must have a BU login and password to access secure information on the Student Link. See paragraph D above for more information.
- F. Pappas Law Library,** second and third floors, and law library annex, 617-353-3151; www.bu.edu/lawlibrary
- (1) **Law Library.** The Pappas Law Library provides law students with extensive research and computer facilities, resources, training, and services to support their law school coursework and legal training. Librarians provide tours and orientations, teach legal research classes and refreshers, provide daily reference and research assistance, interlibrary loan, circulation and reserve services, and prepare research guides and a library newsletter in print and on the library's website.

The Law Library's resources include federal and state primary materials, all significant legal periodicals, and a major collection of treatises. Library computer labs are located in the Pappas reading room and on the third floor in rooms 316, 334 and 384. Students may access the Internet, Lexis-Nexis, Westlaw, various web subscriptions, CD-ROM titles, and interactive educational materials from the Center for Computer Aides Legal Instruction (CALI). Work processing is available only on the third floor. Printing and copying facilities are available on all library floors. A wireless network allows laptop usage throughout the Pappas library, the annex, and on most floors in

the Law Tower. The law library staff offices, collections, study areas and group discussion rooms are housed in both the law school tower and in the lower level of Mugar Library adjacent to the School of Law. For the convenience of students who wish to study at the Law School, certain areas in the Law Tower and Pappas Library have been designated as Quiet Areas. These areas are designated by signs, and are located on the first, second, and third floors of the Pappas Law Library and in the Law Library Annex.

- (2) **Tax Collection.** The Pappas Law Library tax collection consists of over ten thousand volumes, approximately three thousand of which are located in the Tax Library. Among the volumes in the Tax Library are the major tax loose-leaf services, primary materials from the Internal Revenue Service, decisions from the United States Tax Court, and a collection of tax journals. A study area and a Lexis terminal are also available for the use of LL.M. students in the Tax Library. The Pappas Law Library offers tax research training sessions, training in online legal research, and individual Lexis and Westlaw passwords to all Graduate Tax Program students. For more information, contact the Pappas Law Library.

(3) **Tax Library.** The Tax Library is an area designated specifically (although not exclusively) for Graduate Tax Program students. The Tax Library may be accessed through Pappas and is located on the lower level. Generally, the Tax Library is open the same hours as the law library. Students should consult the library web site for updated hours of operation.

- G. Computer Labs,** 617-353-7460. The School of Law has four computer labs for student use. Three are located on the third floor of the Law Tower in rooms 316, 334 and 384, and the fourth is on the second floor in the library. There are approximately 80 Intel Core duo PC computers running Windows served by multiple laser printers. These computers have Office XP and Internet access, which includes access to Lexis and Westlaw, and email. The labs are equipped with laser printers and scanner. A lab supervisor is available at all times to answer questions and attend to any problems.

Hours. The computer labs hours are Monday-Thursday 8:00am to 9:00pm, Friday 8:00am to

5:00pm, Saturday 12:00pm to 5:00pm, and Sunday 12:00pm to 6:00pm. These hours vary during holidays, but any changes are posted in the computer lab. There is no eating or drinking in the computer lab.

- H. Wireless Network.** The BU LAW wireless network provides students with high speed internet access and is available on all floors of the law school building including the law annex, the first floor patio and the outside ground floor entrance area. Short-term wireless network cards are available for checkout at the Pappas Law Library, or a card may be purchased at University Computers, www.universitycomputers.com See www.bu.edu/law/facilities/compsys.html for more information about the wireless network.
- I. Lockers.** A limited number of student lockers (located in the basement of the Law School) are available for Graduate Tax Program use. Students can request lockers at the Graduate Tax Program office. Lockers are assigned on a first-come, first served basis. Students are responsible for cleaning out their lockers at the end of each academic year.
- J. Advising, Counseling and Mentoring Services (For mental health counseling refer to Section 2.A. University Health Services).** During the year, students may find themselves needing to talk to someone about a variety of issues—ranging from concerns about the program to selecting courses to finding a job to dealing with personal circumstances. The Graduate Tax Program Director and Assistant Director are available to meet with students to discuss academic or personal issues. Both are available in the GTP, Room 1670; tel: 617-353-3105. While LL.M. students receive academic counseling from the Directors and staff of their respective programs, students should feel free to contact John Riccardi, the Assistant Dean for Graduate and International Programs, 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 Foreign Programs in Room 1534; tel: 353-5323; email: jriccard@bu.edu.

K. Professional Development Opportunities:

Room 1534; 617-353-5323;

Tibby Cail, Esq. is the Assistant Director for Professional Development. She is available to meet with current LL.M. students and alumni throughout the summer and academic year. Tibby's office is located in the Office of Foreign Programs suite on the 15th floor in Room 1534.

Current students and alumni are welcome to make a phone or in-person appointment with Tibby by visiting the Online Appointment System: <http://www.securedata-trans9.com/ap/bostonuniversityschooloflawofficeofgraduateandinternationalprograms/index.php?page=10>

- L. Financial Aid Office,** Room 1320; 617-353-3160; www.bu.edu/law/finaid. The School of Law Financial Aid office makes all School of Law scholarship, loan, and federal work-study awards. It also offers extensive loan and debt management counseling, reviews loan policies and procedures, coordinates and tracks the status of federal and private loans that the Boston University Office of Financial Assistance processes, and helps resolve problems with students' accounts.

M. Copying Services, FedEx Kinko's, 115 Cummington Street, 617-358-2679,

www.psg.kinkos.com/bu/. Their hours of operation during the school year are Monday through Friday, 8:00am to 9:00pm. FedEx Kinko's provides professional, high quality copying services to students, faculty, and staff including:

- (1) **Course Packets.** Faculty may issue supplemental course materials (i.e. cases, journal articles, etc.) through FedEx Kinko's.
- (2) **Résumé and Personal Copying.** FedEx Kinko's is available for personal copying, including copying services for résumés, binding, laminating, and folding.

- N. Café.** The School of Law has a café located in Garo Lounge on the first floor. Students may purchase bagels, muffins, salads, sandwiches, soup, snacks, coffee, and other beverages. The café is open during the school year, Monday-Friday, 8 a.m. to 3:30p.m.

- O. Vending Machines.** Vending machines for snacks and beverages are located in the Ring Lounge on the ground floor, the Upton Lounge on the first floor (coffee and hot chocolate

machine only), and the Rome Lounge on the twelfth floor.

P. Campus Dining,

www.bu.edu/dbin/dining/index.php.

In addition to the School of Law concession areas, the Boston University Pub at the Castle and the George Sherman Union (GSU) serve food and beverages. The GSU Union Court has a dining area and a nine restaurant food court which features popular national food franchises, hearty entrees, an abundant salad bar, gourmet coffee, sushi bar, juice bar, and fresh baked bagels and pastries.

Students may purchase a dining plan which would allow them access to meals at a Boston University dining hall. There are six main dining plan options. More information can be found online at www.bu.edu/housing/dining/plans/ There are two Apartment dining plans available as well. The Apartment 1000 costs \$1,725 per year and provides 96 meals and \$1,000 in Convenience Points. The Apartment 300 costs \$1,025 per year and provides 96 meals and \$300 in Convenience Points. For more information about these contact the Terrier Card Office at tco@bu.edu or 617-353-9966.

- Q. Convenience Points.** Convenience Points are purchased in addition to the dining plan. With Convenience Points, students can pay for books and software; pick up school supplies and snacks; buy computer supplies, soft drinks and a sweatshirt; make photocopies; and do laundry. Students gain access to their Convenience Points by using their Terrier Card like they would a bank debit card.

Convenience Points can be used at all on-campus dining locations, for Domino's pizza delivery, and at the Campus Convenience stores, Barnes & Noble at Boston University, University Computers, athletic concessions, and most vending machines, laundry machines, and photocopying services. A student's Convenience Points Plan will remain in effect as long as he/she is an officially registered student at Boston University. The balance of Convenience Points will be carried over from the end of one academic year to the beginning of the summer and from the end of the summer to the beginning of the next academic year. Upon request in writing at the end of the academic year or at the end of the summer (whichever is applicable) the University will refund, in full, any unused Convenience Points balance that is \$5 or greater.

Section 2. University Student Services

- A. Student Health Services**, 881 Commonwealth Avenue; 617-353-3575; www.bu.edu/shs. Student Health Services consists of a walk-in medical clinic, an in-house laboratory, a mental health and counseling clinic and a crisis intervention counselor. All full-time students are eligible to use Student Health Services regardless of their insurance choice. Students who participate in at least 75% of the full-time curriculum are eligible if they do not reject the insurance offered through the University.
- (1) **Walk-in Medical Clinic**, 617-353-3575. Four full-time physicians are available to provide general medical care. They are assisted by a staff of part-time physicians and three full-time nurse practitioners. If needed, referrals are made to specialists outside the clinic.*
 - (2) **Behavioral Medicine Clinic**, 617-353-3569. A board-certified psychiatrist directs a staff of psychiatrists and psychologists who provide short-term, confidential mental health services by appointment or for emergencies. Long-term problems are referred to appropriate psychiatric facilities in the community.
 - (3) **Crisis Intervention Counselor**, 617-353-3569. A Crisis Intervention Counselor is available for emergencies 24 hours a day.
 - (4) **Infirmary** 617-353-3578. An 8-bed infirmary is available during the academic year for students who have illnesses of moderate severity. The infirmary nursing staff provides care 24 hours a day. If hospitalization is indicated, the patient is transferred to a nearby hospital.*
- * Students are financially responsible for all services received outside of the Student Health Services; i.e., the student must either pay for the service or file an insurance claim and then pay any unpaid charges not covered by insurance.*
- B. Counseling and Wellness Center**, 881 Commonwealth Avenue, www.bu.edu/cwc. In an effort to provide students with comprehensive mental health services under a single roof, all personal counseling and mental health services will now be provided through the Mental Health and Counseling Clinic at Student Health Services. At the Mental Health and Counseling Clinic, students will have access not only to staff psychologists, but to psychiatrists and a licensed clinical social worker who serves as a Crisis

Intervention Counselor. The Clinic provides emergency services to students 24 hours a day.

- C. Danielsen Institute at Boston University**, 185 Bay State Road; 617-353-3047; www.bu.edu/danielsen. The Danielsen Institute is a multidisciplinary mental health care clinic which offers counseling services for those in need. The Institute's fees are covered by many health insurance plans. Self-pay fees may be negotiated on an adjusted scale.
- D. Office of Disability Services**, 19 Deerfield Street; 617-353-3658; www.bu.edu/disability. Students seeking academic or other accommodations due to a permanent or temporary disability should contact the Office of Disability Services. Students must provide documentation regarding their disability to their office. The documentation must comply with University guidelines. (A copy of the guidelines may be obtained through their office.) Disability Services will review your medical documentation and may recommend academic accommodations to the School of Law. The recommendations of Disability Services must be reviewed and approved by the Dean of the School of Law. Please note that Disability Services may require as much as two weeks to complete its review and the School of Law cannot provide academic accommodations unless Disability Services makes a recommendation. Students are advised to begin the process as early in the semester as possible.
- E. George Sherman Union (GSU)**, 775 Commonwealth Avenue; www.bu.edu/gsu. The GSU facilities include:
- (1) **The Union Court**, 1st floor. This nine restaurant food court features popular national food franchises, hearty entrees, an abundant salad bar, gourmet coffee, sushi bar, juice bar, and fresh baked bagels and pastries. Within the Union Court, 12 televisions show regular cable programming throughout the day and evening. There is also outside seating, picnic areas and benches surrounding the GSU.
 - (2) **Campus Convenience**, 1st floor; 617-353-3680. Campus Convenience carries a wide selection of school and office supplies, food, snacks, gifts and other convenience store items. Greyhound bus tickets to NYC are sold here.
 - (3) **Banking**, 1st Floor. Citizens Bank, 617-424-5211; Bank of America, 617-353-9715. A full-service Bank of America, Citizens Bank and

ATM machines are located on the first floor.
Open weekdays from 9 a.m. to 4 p.m.

- (4) **Post Office**, Lower Level; 617-266-0665. A full service United States Postal Office is located in the Lower Level. Open weekdays from 9 am. To 4:30 p.m.
- (5) **BU Central**, Lower Level; 617-353-2929. New on-campus venue for live music and DJs, movie and sports broadcasts, comedy, and other student programming. Call for weekly events info. This free facility also has big screen cable TVs, Play station games, billiards and table tennis for the use of students, staff, faculty, and their guests.

F. Housing.

- (1) **The Office of Housing**, 985 Commonwealth Avenue; 617-353-3511; www.bu.edu/housing
The Office of Housing is unable to offer any graduate on-campus dormitory-style housing for the upcoming academic year. You may wish to contact the Office of Rental Property Management or the Office of Off-Campus Services. Also, there are many local real estate agents in the Boston University area who cater to the student market.
- (2) **Office of Rental Property Management**, 19 Deerfield St.; 617-353-4101; rental@bu.edu
Boston University owns and manages a limited number of apartments available to faculty, staff and graduate students. Many of these rental units are within walking proximity to the School of Law. Full-time graduate students also have the option of apartment-style residences at 580 Commonwealth Avenue. Contact the Office of Rental Property Management for more information.
- (3) **Office of Off-Campus Services**, GSU, 775 Commonwealth Avenue, B-01; 617-353-3555; oocs@bu.edu; www.bu.edu/orientation/offcampus/index.html. The Office of Orientation and Off-Campus Services provides listings of apartments available in the Boston area. Students may access listings in person at the office or on their website. The office also provides other helpful resource information on area realtors, temporary accommodations, and apartment rental websites.

G. Information Services & Technology

- (1) **The IT Help Center (formerly known as the Personal Computing Support Center (PCSC))** has two locations on campus, the closest of

which is next door to the BU Law Tower in the Mugar Library: 771 Commonwealth Avenue. The second location is in Kenmore Square: 533 Commonwealth Avenue; 617-353-HELP (4357); www.bu.edu/tech/help/index.html

The IT Help Center, provides centralized technology support (software, hardware, and account services) to the Boston University community via phone, e-mail, and the walk in locations at Mugar Library and 533 Commonwealth Avenue. Services provided include: technology support, software support for a variety of Mac and Windows operating systems and applications, manufacturer authorized warranty and non-warranty hardware repair, sales (and Software Assurance fulfillment) of Microsoft and Adobe software to departments and BU individuals, access to educational discounts on recommended computer systems and assistance with BU login names and Kerberos passwords. Most services are provided without charge. Prices for hardware repair and some premium services are explained on their pricing page.

Purchasing: <http://www.bu.edu/tech/help/sales/>
The IT Help Center maintains an Authorized Apple Campus Store and demo center showcasing a selection of Dell, HP, and Lenovo systems recommended by Boston University. These vendors offer educational prices through their BU affiliate sites. You also can purchase Adobe and Microsoft software at educational prices, exclusively for Boston University students. You can also make purchases at any time through the links provided at www.bu.edu/tech/help/sales/personal/.

What kind of computer should I buy? The IT Help Center fully supports both Microsoft Windows and the Mac OS, along with the commonly-used software listed at www.bu.edu/tech/help/contact/software/. Most people do use a notebook computer, but the BU community is evenly split across platforms. So it's likely that, unless your academic program has specified otherwise, you should simply purchase the computer you are most comfortable using.

- H. **International Students and Scholars Office (ISSO)**, 888 Commonwealth Ave, Second Floor; 617-353-3565; www.bu.edu/isso ISSO provides a broad range of services to

international students, professors, research scholars, visitors, and their families. The office issues visa and immigration documents to make possible Boston University study or employment. In addition the office provides advising and support services to help international students and scholars to adjust to life on campus and in the community. All international students must register with ISSO before beginning law school studies.

- I. Parking Services**, GSU 775 Commonwealth Ave, 2nd Floor; 617-353-2160; www.bu.edu/parking. Parking spaces at Boston University are extremely limited. Students may park in Boston University Parking lots only if they have a currently valid parking permit. To purchase a permit, students must submit a completed application, car registration and a valid BU ID to Parking Services. In lieu of an ID card, Parking Services will accept an official receipt of tuition payment. Please contact the Office of Parking Services for an application.
- J. Student ID Cards (Terrier Card). Terrier Card Office**, 775 Commonwealth Avenue (lower level), 617.353.9966; www.bu.edu/terriercard. All students registered at Boston University are issued student identification cards. ID cards are issued from the Terrier Card Office. A student's card may be used throughout their studies at Boston University. Students who lose their ID cards should go to the Terrier Office for a replacement card. A fee is charged for lost cards.
- K. Office of Veterans' Affairs**, 881 Commonwealth Avenue, 2nd Floor; 617-353-3678; veterans@bu.edu. In cooperation with the Veterans Administration, the University participates in numerous veterans' benefits programs, including educational assistance (through the G.I. bill for which the student qualifies), work-study, rehabilitation, deferred payment, and tutorial programs.

Section 3. Recreation

- A. Physical Education, Recreation and Dance (PERD)**, 915 Commonwealth Avenue; 617-353-2748; www.bu.edu/fitrec

- (1) **Facilities**, 617-353-4141, www.bu.edu/fitrec/facilities. The recreation facilities are open to Boston University full-time students with a valid student ID and to part-time students with membership and a valid student ID.
- (a) **Fitness and Recreation Center (FitRec)**, 915 Commonwealth Avenue. Facilities at this new state-of-the-art facility include a weight and cardio room, two swimming pools, racquetball and squash courts, two multi-use gymnasiums, a jogging track, and a climbing wall.
- (b) **The Case Physical Education Center**, 285 Babcock Street, 617-353-4632. Facilities at the Case Center include an ice-skating arena, Nickerson field, track, tennis courts, gymnasias, dance studio, locker rooms, and saunas.
- (c) **Sargent Gymnasium Building, 1** University Road (next to the GSU). The Sargent Building houses a gymnasium, cardiovascular fitness rooms, and locker rooms.
- (d) **Track and Tennis Center**, 100 Ashford Street. The Track and Tennis Center (TTC) contains an indoor track, four tennis or basketball courts, golf range (for class only), aerobics space, and locker rooms.
- (2) **Classes**.
- (a) **Physical Education elective classes**. PERD offers over eighty instructional, credit classes, ranging from aerobics to yoga. Classes are listed on the University Class Schedule on the Student Link (college equals PDP). Please note credits for physical education courses may not be applied toward the degree credit requirements. We strongly recommend that all LL.M. students audit physical education courses.
- (b) **FLEXD non-credit classes**. PERD offers non-credit classes for a low cost through the Fitness, Lifestyle, Exercise, and Dance (FLEXD) instructional programs which include weight training, swimming, dance, yoga, first aid, and CPR. Students can register online at www.bu.edu/fitrec/signup/index.html
- (c) **Summer Term Recreation Program**. A comprehensive recreation instruction program is open to the general public and to Boston University students for a lesser fee during the summer term. Students can register online at

www.bu.edu/fitrec/programs/summer/index.html

- (d) Intramural summer softball is also available.
- (3) **Intramural Sports.** School of Law students are active participants in Boston University's program of intramural sports, which include ice broomball, softball, soccer, volleyball, and swimming. Roster forms are available online at www.bu.edu/fitrec/intramural/index.html.

Section 4. Policies and Procedures

- A. Evacuation Plan.** The School of Law has developed a comprehensive evacuation plan, which must be followed in case the Law Tower needs to be evacuated due to a fire, emergency, etc. A copy of the plan can be found online at www.bu.edu/law/facilities/Plan2004.pdf.
- B. Smoking Policy.** Smoking is prohibited in the Law School, Law Auditorium, Law Library and Mugar Annex.
- C. Policy on Unsettled Student Accounts.** Students at Boston University are expected to settle their student accounts in a timely fashion each semester. Payment/settlement is defined as full payment of current semester charges, plus any previous balance, by check and/or credit card(s) and/or documentation of loans, scholarships, grants and outside awards. University Policy requires that payment/settlement occur no later than two weeks prior to the start of classes each semester. After that date, late fees are assessed at the time of payment/settlement. Any student experiencing difficulty in settling a student account must meet immediately with Student Accounting Services 881 Commonwealth Avenue; 617-353-2264; www.bu.edu/comp/saweb to make arrangements to pay/settle his or her account. The following actions will take effect for any law student, including a Graduate Tax Program student, failing to complete payment/settlement of their student account in a timely manner:
- (a) An examination grade will not be recorded or given to student in any course taken that semester;
 - (b) Student cannot select classes for the following semester;
 - (c) Student cannot get loans processed or certified for the following semester;
 - (d) Student will not be issued transcripts or

- verification of enrollment;
- (e) Financial Aid awards, including student loans and student employment/work study, will be cancelled;
- (f) Access to University facilities will be denied; Student cannot participate in graduation.

Section 5. Safety

- A. The Boston University Police Department (BUPD),** 32 Harry Agganis Way; 617-353-2110 (emergencies only 617-353-2121); www.bu.edu/police All officers are academy-trained and armed, and enforce state law. Police patrol 24-hours a day, and respond to, investigate, and prosecute all crimes occurring within their jurisdiction. The Department operates with a community policing philosophy emphasizing both prevention and proactive enforcement in cooperation with the community.
- B. Campus Crime Information Dissemination.** The Boston University Police Department publishes crime and safety information and prevention tips for members of the campus community in a crime awareness guide. BUPD also issues Crime Alert bulletins whenever a special need arises. Current crime incident information, with victims' names withheld, is published in student and University newspapers and is available on the Department's website.
- C. Escort Security Service, GSU, 775** Commonwealth Avenue, 1st Floor; 617-353-4877; www.bu.edu/escort. The Boston University Escort Security Service provides an escort (either van transportation or a pair of escorts to walk with you) for Boston University students, faculty, and staff to all destinations on campus. The service is coordinated through the George Sherman Union Administration. All University Escorts carry identification cards and communication radios. Escorts are available during the academic year, Sunday - Thursday from 8 p.m. to 2 a.m. and Friday and Saturday from 8p.m. to 3 a.m. During the summer, the service operates Sunday - Thursday only, from 8 p.m. to midnight. A student may obtain an escort by calling 617-353-4877.
- D. Reporting Emergencies and Crimes.** Boston University encourages the prompt and accurate reporting of all criminal incidents, safety-related emergencies, and suspicious circumstances on

university property to the Boston University Police Department.

Police Services. Call the BUPD at 617-353-2121 and tell the dispatcher the location and the nature of the emergency. Stay on the line to provide additional requested information. If off-campus, dial the local police (911).

Emergency Telephone System. Five emergency “Blue Light” phones, are located inside or near the School of Law: (a) Basement of the School of Law (locker room); (b) Between the School of Law and the Law Library Annex; (c) In the courtyard between the School of Law and the School of Theology, at the base of the stairs leading to Marsh Plaza and Commonwealth Avenue; (d) Bay State Road outside the School of Social Work, across from the BU Beach; (e) Bay State Road, and Granby Street, near the Castle and Hillel House. *In the event of an emergency, press the red button and you will be directly connected to the BUPD.*

Medical Emergencies. Call the BUPD at 617-353-2121, and tell the dispatcher the location and the nature of the emergency and to call an ambulance. Dial the local police at 911 for off-campus emergencies.

Fire Safety. Sound the nearest fire alarm. Call BUPD at 617-353-2121 and give the location and the extent of the fire. Dial 911 if you are off-campus. 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 any suspicious packages or objects. Call BUPD at 617-353-2121. State information as accurately as possible and, particularly, the reported location of the object, or of location threatened. If you are told to leave the building, do so calmly.

E. RAD Classes (Rape Aggression Defense).

The RAD program is a 12-hour self-defense program for women only. This program is offered in the evenings through four 3-hour classes. For information visit the BUPD or Wellness Center websites at:

<http://www.bu.edu/police/rad/schedule.html> or <http://www.bu.edu/wellness/rad.html>.

GRIEVANCE PROCEDURE IN CASES OF ALLEGED DISCRIMINATION

*The following is the Boston University
Procedure for cases of alleged discrimination.
Law students may use this procedure.*

University policy and federal law prohibit discrimination on the basis of race, color, creed, religion, ethnic origin, age, sex, sexual orientation, 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, sexual orientation, 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 or she 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 President. A copy may also be sent to the department and/or the persons whose actions (or inactions) are 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.

SEXUAL HARASSMENT

If a student has been the victim of sexual harassment, he or she may contact Professor Berman or the Boston University Office of the Vice President and Dean of Students. In addition, Maureen Mahoney, LICSW and Crisis Intervention Counselor, is often the first point of contact for students who have been sexually harassed or assaulted. Maureen Mahoney is a psychotherapist and can provide information about reporting a sexual assault. Students may contact her at the Boston University Mental Health Clinic, Student Health Services, 881 Commonwealth Avenue; 617-353-3569.

The Boston University Code of Student Responsibilities lists sexual harassment as a violation of that code, which may result in disciplinary action. In addition, the School of Law Disciplinary Regulations specifically state that law students are expected to comply with the University Policy on Sexual Harassment.

The following is the official Boston University Policy on Sexual Harassment, which applies to the School of Law.

SEXUAL HARASSMENT POLICY

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 Equal Opportunity Officer in the Office of Equal Opportunity, 25 Buick Street, Room 274, 617-353-9286. Medical campus employees and applicants may also contact the Director of Personnel at the Medical Campus Personnel Office, 560 Harrison Avenue, Room 401, 617-638-4610.

Students: Contact the Director of Judicial Affairs in the Office of Judicial Affairs and Student Safety Programs, 19 Deerfield Street, 617-358-0700. Students living in campus residences may also contact their local hall or area office.

Applicants for admission: Contact the Equal Opportunity Officer in 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 Place, Room 601
Boston, Massachusetts 02108
(617) 994-6000

Faculty, staff, or applicants for employment:

United States Equal Employment Opportunity Commission
John F. Kennedy Federal Building
475 Government Center
Boston, Massachusetts 02203
(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
Room 222
Post Office Square
Boston, Massachusetts 02109
(617) 223-9662

EQUALITY OF OPPORTUNITY IN RECRUITING

The following is the official Boston University Policy on Equality of Opportunity in Recruiting, which applies to the School of Law:

EQUALITY OF OPPORTUNITY IN RECRUITING

I. Policy

Boston University School of Law only affords the use of its facilities and services to employers who:

- A.** 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; and
- B.** Do not engage in sexual harassment on and off the campus of Boston University School of Law (the “Policy”). Students are encouraged to notify the Career Development Office (“CDO”) of all violations of the Policy.

II. Procedure

This procedure applies both to employers who use the School of Law’s Career Development Office facilities and recruitment services, and to employers who do not, but who employ any student of the School of Law 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 II.B.9, 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 II.A.1, 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 Development Faculty 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 (the “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 paragraph II.A.3 and II.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 II.B.7(a) below.

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 (paragraph II.B.6 below) or a hearing panel (paragraph II.B.7 below).
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 (paragraph II.B.7 below). In making recommendations, the investigator may consult with the Committee. The record shall include a statement from the investigator.
7. (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 School of Law community; (iv) temporary or permanent suspension from the use of the 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 School of Law Community, as specified in paragraph II.B.7(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.
7. (b). Notice of the violation to the School of Law community (paragraph II.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 discretion of the Director, documents or summaries of documents relating to discrimination, such as the Complaint, the employer Response, and findings of the Committee. 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.
8. (c). In all cases the Director shall inform the student of his/her option to pursue appropriate remedies before the M.C.A.D., E.E.O.C., 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 the School of Law may request the Committee to take action based on any relevant findings.
9. The School of 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 II.B.7(b) above.
10. Any person seeking information or advice about the School of 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 School of Law students, staff, or faculty who might be willing to serve as advisers.

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

III. Amendment to the Policy and Procedure on Equality of Opportunity in Recruiting (Approved by the Faculty on April 9, 1998):

Under Federal Law (110 Stat. 3009), 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 which 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, Boston University School of Law shall afford the Secretary of Defense use of the facilities and services of Boston University School of Law 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.

DISCIPLINARY REGULATIONS GOVERNING ALL STUDENTS IN THE SCHOOL OF LAW

NOTE: School of Law students also are subject to the Boston University Code of Student Responsibilities, available at <http://www.bu.edu/dos/policies/student-responsibilities/>

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 use, without adequate attribution, of the ideas, expressions, or work, of another. 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, including but not limited to moot court and law journal work, 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, including suspension or expulsion. Use of the work of another without proper attribution constitutes plagiarism whether or not the writer acts with an intent to mislead or deceive. However, such intent, or the lack of it, may be considered in determining the proper sanction if a violation is established.
- 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 must comply with all rules established for examinations, whether established by the School of Law or by the instructor giving the examination. School of Law rules for the conduct of JD students' examinations are set out in Article VII, section 5, of the Academic Regulations. Violation of the rules set for any examination, including "take-home" examinations, may be subject to disciplinary action.
- 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.
- 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

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

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 offer the student the opportunity to discuss the matter at the earliest opportunity and in the case of students in an LL.M. program consult with the appropriate Director. If the student elects to have such a meeting, the student shall 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 numbers 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.

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 their judgments are 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.

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. **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.
8. **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.
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 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 refuse 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. School of Law Administrative Offices

For a more comprehensive directory please go to www.bu.edu/law/directory.

Office	Room	Phone
Academic Affairs, Associate Dean	1070H	353-3098
Administration, Associate Dean	980E	353-4011
Admissions, JD	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 & Financial Law Center	1524	353-3023
Building Superintendent	B64	353-2144
Career Development Office	1374	353-3141
Clinical Criminal Programs	1220	353-3131
Clinical, Trial Advocacy & Externship Programs	1224	353-3148
Computer Lab	316	353-7460
Computer Systems	1770	358-1697
Copy Center	B84	353-4349
Dean's Office	485	353-3112
Events	1620	353-8011
Finance & Administration	482	358-3171
Financial Aid	1320	353-3160
First Year Writing & Advocacy Programs	752	353-3107
Office Foreign Programs	1534	353-5323
Graduate Tax Program	1670	353-3105
Institute of Jewish Law	1134	353-3134
Journals		
American Journal of Law & Medicine	1672	353-2953
Commentaries	B23	353-3672
International Law Journal	1870	353-3157
Law Review	Annex	353-3166
Public Interest Law Journal	534	353-7255
Review of Banking and Financial Law	1520	353-8935
Law and Technology, Center of	866	353-5294
Legislative Services	1244	353-3172
Library, Pappas Law	232	353-3151
Reference & Circulation	201	353-3151
Technical Services	286	353-4790
Annex Library	Annex	353-2848
Director	232	353-8870
Associate Director	203	353-3151
Reference Librarians	207	353-3151
Moot Court Programs	752	353-3107
Morin Center for Banking and Financial Law	1524	353-3023
Personnel Services	432	353-8885
Pike Institute on Law & Disability	1620	353-2904
LL.M. Programs: Professional Development Office	1534	353-5324
Registrar's Office	444	353-3115
Student Affairs, Assistant Dean	482	358-1800
Student Government Association	GR30	353-3095

Appendix 2. BU Law Student Journals and Organizations

Journals	Room	Phone	E-mail
American Journal of Law and Medicine	1672	353-2912	publications@aslme.org
Annual Review of Banking Law	1520	353-8935	AnnRev@bu.edu
International Law Journal	1870	353-3157	builj@bu.edu
Law Review	Annex	353-3166	lawrev@bu.edu
Public Interest Law Journal	535	353-7255	pilj@bu.edu
Science & Technology Law	545	353-8368	jstl@bu.edu

Organization	Room	Phone	E-mail
Arts Law Association	B23	353-7457	
Asian Pacific-American Law Students Association	845	353-6158	
Black Law Student Association	845	353-4703	publsa@bu.edu
Children and the Law			childlaw@bu.edu
Christian Legal Society			lejulie@bu.edu
Communication, Entertainment, and Sports Law Association			cesla@bu.edu
Coffeehouse			
Corporate Law Society			
Criminal Justice Society			
Environmental Law Society	835	353-3399	
Federalist Society			fedsoc@bu.edu
Health Law Association	G31	353-2867	
Hockey Team			
Intellectual Property Law Society			buiplaw@bu.edu
International Law Society	835	353-3165	ils@bu.edu
Jewish Law Student Association	G31	353-7029	behar@bu.edu
Latin American Law Student Association	B23	353-6159	
Legal Follies	B23		
National Lawyers Guild	835	353-8472	
OutLaw	280	353-8974	outlaw@bu.edu
OWLS (Older, Wiser Law Students)			owls@bu.edu
Phi Alpha Delta			
Phi Delta Phi			
Public Interest Project	B79	353-4772	pip@bu.edu
Shelter Legal Services	B23	358-1241	
South Asian American Law Students Association	845	353-3165	
Student Advocates for Ending Domestic Violence	B79	353-3163	
Student Bar Association	GR30	353-3095	
Women's Law Association	280	353-8974	sbalaw@bu.edu

Appendix 3. Law Tower at a Glance

Floor	Description
17	International Law Journal Computer Systems
16	Graduate Tax Program Pike Institute on Law and Disability Sagall Library American Journal of Law & Medicine American Society for Law, Medicine & Ethics Center for Law and Health Sciences Communications and Marketing
15	Office of Foreign Programs LL.M. Programs: Professional Development Office Banking & Financial Law Center Annual Review of Banking Law Graduate Student Lounge
14	Classrooms
13	Admissions Financial Aid Office Career Development Office
12	Rome Lounge Office of Clinical, Trial Advocacy & Externships Program Clinical Civil Program Clinical Criminal Program
11	Faculty Offices Institute for Jewish Law
10	Faculty Offices Associate Dean's Office Faculty Services
9	Faculty Offices Faculty Library
8	Center for Law and Technology Various Law Student Associations and Law Societies
7	Classrooms First-Year Writing & Advocacy Programs Office
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 Center
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 Student Bar Association Office
B	Lockers B&G Office
A	Mugar Annex: Law Library Law Review Office

Appendix 4. Emergency Telephone Numbers

Police

Boston University	353-2121
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	617-353-3575
Danielson Institute	617-353-3047
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

8:00 a.m. – midnight (during academic year)	617-353-2000
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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
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The Graduate Tax Program office produced this Handbook. Information in this publication is subject to change. Law School Academic Regulations and Disciplinary Regulations are approved by vote of the faculty of the School of Law.



Graduate Tax Program

765 Commonwealth Avenue, Suite 1670

Boston, Massachusetts 02215

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Web: www.bu.edu/law/gradtax