

# Two-Year LLM & Legal English Certificate Program

Administrative Information  
Academic Regulations  
Disciplinary Regulations  
Select University Policies  
2023-2024



**Boston University** School of Law

Two-Year LLM & Legal English Certificate Program

**BOSTON UNIVERSITY SCHOOL OF LAW  
TWO-YEAR LLM AND LEGAL ENGLISH CERTIFICATE PROGRAM**

**CALENDAR FOR 2023-2024 ACADEMIC YEAR**

**BOSTON UNIVERSITY SCHOOL OF LAW  
TWO-YEAR LLM AND LEGAL ENGLISH CERTIFICATE  
PROGRAM**

**FALL SEMESTER**

First-Year Registration & Orientation	Wednesday, 8/30/2023 & Thursday, 8/31/2023
Labor Day: Holiday Observed	Monday, 9/4/2023
All Fall Semester Classes Begin	Tuesday, 9/5/2023
Fall Add/Drop Ends	Monday, 9/18/2023
Indigenous Peoples' Day: All Classes Suspended	Monday, 10/9/2023
Substitute Monday Schedule of Classes	Tuesday, 10/10/2023
Substitute Friday Schedule of Classes	Wednesday, 11/22/2023
Thanksgiving Recess	Thursday, 11/23/2023 - Sunday, 11/26/2023
Last Day of Classes	Thursday, 12/7/2023
JD Reading Period	Friday, 12/8/2023 - Sunday, 12/10/2023
Upper-class Exam Period	Monday, 12/11/2023- Friday, 12/22/2023
First-Year Exam Period	Monday, 12/11/2023 - Tuesday, 12/19/2023

**SPRING SEMESTER**

All Spring Semester Classes Begin	Tuesday, 1/16/2024
Spring Drop/Add Ends	Monday, 1/29/2024
Presidents' Day: Classes Suspended	Monday, 2/19/2024
Substitute Monday Schedule of Classes	Wednesday, 2/21/2024
Spring Recess	Saturday, 3/9/2024 - Sunday, 3/17/2024
Patriots' Day: Classes Suspended	Monday, 4/15/2024
Substitute Monday Schedule of Classes	Tuesday, 4/16/2024
Last Day of Classes	Wednesday, 4/24/2024
Reserve Make-up Day (Snow/Weather Closing)	Thursday, 4/25/2024
Reading Period: Upper-Class Students	Friday, 4/26/2024 - Sunday, 4/28/2024
Upper-class Exam Period	Monday, 4/29/2024 - Friday, 5/10/2024
Reading Period: First-Year Students	Friday, 4/26/2024 - Monday, 4/29/2024
First-Year Exam Period	Tuesday, 4/30/2024 - Friday, 5/10/2024
First-Year Journal Writing Competition	Saturday, 5/11/2024 - Friday, 5/24/2024
Commencement Celebrations	Thursday, 5/16/2024 - Sunday, 5/19/2024
All University Commencement	Sunday, 5/19/2024

**SUMMER 2024**

Summer Session Begins	Tuesday, 5/21/2024
Summer Add/Drop Period	Tuesday, 5/21/2024 - Tuesday, 6/4/2024
Last Day to Register for Business Fundamentals	Tuesday, 6/4/2024
Summer Session Ends	Friday, 8/16/2024

**5.23.2023**

*Subject to change.*

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## ADMINISTRATIVE INFORMATION

The following information is intended to give students a basic overview of the administrative operations of the Legal English Certificate Program and Two-Year LLM, the School of Law and Boston University. Students should check both the LECP/Two-Year LLM Program home page (<https://www.bu.edu/law/current-students/llm-student-resources/two-year-legal-english/>) and relevant portions of the BU Law website ([www.bu.edu/law](http://www.bu.edu/law)) for up-to-date information throughout the school year.

### General Information and Student Services

1. **The Legal English Certificate Program and Two-Year LLM**, located in the law tower on the eighth floor, room 802. 617-358-1583 (in U.S.), email: [gradint@bu.edu](mailto:gradint@bu.edu). The office is open during the academic year from 9:00 a.m. to 5:00 p.m., Monday through Friday. During the summer months and other times when classes are not in session, the office closes on Friday at 2:00 p.m.
2. **Building Hours.** The law complex is open during the academic year from 7:00 a.m. to 11:00 p.m., Monday through Sunday. Access to the buildings after 8:00 p.m. is controlled by an ID card-swipe reader. Students must use their Terrier cards in this reader to gain access to the building after 8:00 p.m.
3. **Class Cancellations.** If an instructor should cancel a class for illness or personal reasons, the Graduate Program will send an email notice to students in the class. During inclement weather the University's central administration will make the decision to cancel classes campus-wide by 6:00 a.m. Information is broadcast by Boston radio stations WBZ (1030 AM), WEEI (590 AM), WHDH (850 AM) and WBUR (90.9 FM). This information is also available by calling 617/353-SNOW (7669) at Boston University and is posted on the Boston University website. If the University is closed due to the weather, the office will also be closed.
4. **Careers: Professional Development.** (<http://www.bu.edu/law/current-students/llm-professional-development/>) Two-Year LL.M. students have access to the LL.M. Professional Development office in their second semester of studies. This office handles all aspects of job search advising and employer relations for LLM students and BU Law. Current students in their second semester and alumni can make a phone or in-person appointment by visiting their Online Appointment System. The LL.M. Professional Development office is in room 804.
5. **Communication.**
  - a. **Email and Internet Access.** All students in the **The Legal English Certificate Program and Two-Year LLM** must have a BU email account. Members of the Boston University community are entitled to a free Internet account through Google Apps. Students establish their accounts using a BU login name and a Kerberos password. With this BU login name and Kerberos password, students can access email and Google Apps, Student Link, online course materials (required for many courses), and numerous other computer resources. Students receive information on how to set up the BU email account after paying the admissions deposit.

If you did not set up a BU email account prior to your arrival on campus, you can establish a BU login name and Kerberos password by going to <http://www.bu.edu/tech/services/comm/email/google-mail/>.

Alternatively, one can walk up to the BU IT Help Center located at Mugar Library, Phone:

617-353-2784, show a current BU ID, and use one of their many dedicated terminals to process new accounts. Students who set up their BU email accounts in the summer using Early Access can begin using Google Apps at [www.bu.edu/google](http://www.bu.edu/google).

- b. **Emergency Notification.** Boston University has implemented the BU Alert system, an on-demand alert and response system. In the event of a campus emergency, BU Alert's technology allows the University administration to contact the campus community through a variety of electronic means, including text messaging, email, and voicemail. To ensure the effectiveness of this system, students must provide a cell phone or other emergency contact number on the Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)). **NOTE: This number must be confirmed or updated every semester.**
  - c. **Weekly Email.** A weekly email, sent to all students in the Legal English Certificate Program and Two-Year LLM, contains pertinent information and reminders. Other emails are sent as needed.
  - d. **Web Calendar and News.** An online calendar and news page are accessible from the School of Law website: [www.bu.edu/law](http://www.bu.edu/law).
  - e. **Other means of communication** include television monitors located throughout the building.
6. **Compliance: Requirements for Registration.** To be in compliance with Boston University regulations, students must:
- a. **Provide an emergency alert phone number.** This is different from an emergency contact number (the person we call if you have a personal emergency). The emergency alert number is where you can be reached while you are on campus in the event of a campus-wide emergency. Please go into the student link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)) and click on the "Personal" tab. Then click on "Address and Phone." At the top of this page is a box that says "Emergency Alert/Campus Emergency Phone Information." Click on "Emergency Alert Phone" and fill in your cell phone number. For more information: <http://www.bu.edu/ehs/faqs/bu-alert>. **NOTE: This number must be confirmed or updated every semester.**
  - b. **Provide proof of immunizations.** The Commonwealth of Massachusetts requires that all full-time students and many part-time students enrolled in colleges and universities complete a series of immunizations. The necessary immunizations are outlined on the Student Health Services website ([www.bu.edu/shs](http://www.bu.edu/shs)); you are informed of this requirement when you enroll at Boston University, and University officials remind you of this each year. Please check <http://bu.edu/studentlink> to learn whether this state regulation applies to you and, if so, whether Student Health Services has received the appropriate documentation.
  - c. **Acknowledge and comply with the Massachusetts Motor Vehicle Law.** The Massachusetts Motor Vehicle Law requires that all out-of-state students, including those who do not bring cars to Massachusetts, sign an acknowledgement that they have been informed of the law.

The Massachusetts Motor Vehicle Law requires out-of-state students bringing vehicles into the Commonwealth of Massachusetts to file a nonresident driver statement with the local police department in the city in which their university is located: "It is unlawful for a resident student to fail to file a nonresident driver statement with the police department located in the same city or town as the school or college attended, in accordance with Section 3 of Chapter 90 of the Massachusetts General Laws. Failure to file such statement is punishable by a fine not to exceed



\$200.” Boston University, in turn, is required by the Commonwealth to keep a record and provide proof to the state that students have been apprised of the law. Eligible students must formally acknowledge they have been notified of the law by clicking on the acknowledge button at [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw). Students who fail to do so will not be in compliance and will be unable to register for upcoming semesters.

Instructions for complying with the law:

- All out-state-students, including those who do not bring cars to Massachusetts, are required to read the statement on [www.bu.edu/link/shortcut/massmotorlaw](http://www.bu.edu/link/shortcut/massmotorlaw) and click on “I acknowledge.”
- In addition, **students bringing vehicles into the Commonwealth of Massachusetts** are required to download and complete the Nonresident Driver Statement from the Massachusetts Registry of Motor Vehicles website at [www.mass.gov/rmv/forms/20098.pdf](http://www.mass.gov/rmv/forms/20098.pdf).

Mail the form to:

Office of the University Registrar  
881 Commonwealth Avenue, Boston, MA 02215.

- The Registrar’s Office will mail a copy of the student’s form to the Boston Police Department. The Registrar’s Office will then mail a state-approved decal to the student’s local address. This decal must be prominently displayed in the uppermost center portion of the windshield of the student’s vehicle.

d. **Record/update your local address.** In order to comply with the safety regulations of the City of Boston, Boston University requires students studying on Massachusetts campuses to provide a current local address. Your local address is defined as the address in which you reside while taking classes at Boston University. View and update your local address on the Student Link, Personal Tab, Address and Phone Option. **NOTE: This information must be confirmed or updated each semester.**

e. **Complete the Sexual Assault Prevention Course for Graduate Students.** At BU Law, we are welcoming of all people. While issues relating to sexual misconduct can impact anyone, members of our diverse BU Law community have a unique responsibility and opportunity to foster respectful communities that make people feel welcome and safe. For this reason, **all BU Law students must complete the Sexual Assault Prevention for Graduate Students course** (<https://www.bu.edu/shs/wellness/general-health-programs/sexual-assault-prevention-course/>). This course gives students information and skills to safely intervene in situations that may lead to sexual violence. Additionally, this training focuses on campus resources and prepares students to respond to and support others who have disclosed that they have been sexually assaulted. Details of this course are emailed to all students.

f. **Settle your student account with BU by the payment deadline.** For individualized and up-to-date information regarding your Student Account, please visit the [Student Link](#).

7. **Computers and Printing.** BU Law’s Office of Systems and Technology (SysTech) provides computing support to faculty, staff, students and guests. The staff oversees diverse activities ranging from support and administration of computer labs and their related peripherals (printers and

scanners) to designing, configuring and delivering secure Ethernet and wireless networks. They provide personalized consulting and support, and manage all aspects of the building's networking framework.

- a. **Facilities.** There are **two library classrooms** on the 3rd floor of the Redstone Building: rooms 336 and 335, as well as research computers in the 2nd floor reading room. All computers require users to authenticate with their BU login names and Kerberos passwords. All law school research computers are configured to access LexisNexis and Westlaw research resources, Internet Explorer, and email. Computers on the third floor also have Microsoft Office.
- b. **Wireless Access.** Wireless network access is available throughout the School of Law and some of the adjacent outdoor areas.
- c. **Printing.** Each law student receives an allocation of free printing, currently 1000 sheets per semester. Once the allocation has been used, students may either pay for additional sheets (.08 per copy) using convenience points or purchase copy cards from the Law Library (a less expensive option). MyPrint allows students to print from any computer on the BU campus network, including their own. Students can print to designated printers in the Law Library and the print center at Mugar Library. For detailed information about printing options, including configuring your computer for printing, go to <http://www.bu.edu/tech/services/cccs/printing/myprint/> or the Pappas Law Library site: <https://www.bu.edu/lawlibrary/using-the-library/computing/>.

#### 8. **Copying Services, Boston University FedEx Office**, 617-358-2679

(<https://local.fedex.com/en-us/ma/boston/office-5012/>)

FedEx Office is the main copying facility for the University. Located at 115 Cummington Street, their hours of operation during the school year are Monday through Friday, 8:00 a.m. to 9:00 p.m. In addition to FedEx Office's full-service color and black & white copying service, the following options are available:

- a. Course packets - faculty often issue supplemental course materials (i.e. cases, journal articles) that are sold at FedEx Office.
  - b. Color and black & white do-it-yourself express copiers offering the same quality as the full-service copiers.
  - c. Full-size copies of architectural and engineering designs, plus other oversize prints and reproductions.
  - d. Black & white and color enlargements of photos, artwork, company logos and more up to 8 ½" x 11" or 11" x 17". Poster-size enlargements, banners and signs also are available.
9. **Financial Aid**, room 1202, 617/353-3160, <http://www.bu.edu/law/admissions/financial-aid/>.  
The Law Financial Aid office offers extensive loan and debt management counseling, reviews loan policies and procedures, coordinates and tracks the states of federal and private loans that the Boston University Office of Financial Assistance processes and helps resolve problems with students' accounts.
10. **Law Libraries.** (<https://www.bu.edu/lawlibrary/>) The Samuel M. Fineman Law Library and the Pappas Law Library hold one of the largest law school research collections in the United States. The law libraries subscribe to an array of legal and law-related databases, indexes and e-journals and has over one million volumes in digital and print formats. Access to the collection is provided through BU Law Library Search, WorldCat, and research guides on the library website. The library is staffed by highly trained professionals, who provide the knowledge and expertise necessary for the optimal use

of these research resources. Housed in the Law Complex, the Fineman Law Library and the Pappas Law Library provides a variety of spaces for individual and collaborative study including individual study carrels and small group study rooms. Computers for research and study are available in the instructional classroom on the third floor of the Fineman Library and the Pappas reading room. Printing and wireless access are available throughout the library. The library provides access to free and licensed electronic resources, including Bloomberg Law, HeinOnline, Lexis+, Westlaw Edge, and other major research platforms. Off-campus access to licensed resources is provided by EZproxy technology. The library's classrooms and research computers provide access to Microsoft Office, Adobe Professional, Zotero, and other software supporting law school study. The library's resources include state and federal case law, statutes, legislative history, regulations and administrative law materials, significant legal periodicals, and a major collection of legal treatises. The library has developed an international law collection with emphasis on materials dealing with the European Union, the United Nations, international trade, and human rights. Additionally, in support of the law school's various specialized curricula and journals, the library has developed substantial collections in intellectual property law, health law, banking and financial law, and tax law. The library is a member of major local, national and international resource sharing groups. Memberships in OCLC SHARES, the Boston Library Consortium, the Association of Boston Law Librarians, and the New England Law Library Consortium open the resources of many other libraries to Boston University law students. In many instances, materials can be obtained on an expedited basis. The legal information librarians have both law and library degrees and considerable experience in legal research instruction, including teaching required research classes to all new law students. The librarians also offer orientations, library tours, individual research consultations, and teach specialized legal research classes and a popular "Certificate in Research Skills for Practice" program. The library has extensive reference hours to provide daily assistance in the use of its rich and varied collections. Virtual reference services include LiveChat and email reference.

11. **Lockers.** Lockers for storage of books, jackets, etc. are located throughout the law complex. Students will receive information on lockers at Orientation.
12. **Lounges.** Lounges and group study rooms are located throughout the law complex. The Student Commons on the second floor hosts a café in which students can get breakfast, lunch and snacks.
13. **Proper Attire.** Since the Legal English Certificate Program and Two-Year LLM are post-graduate professional courses for lawyers and law graduates, we recommend that students come to class in business casual attire. Business casual attire consists of professional and tasteful clothing that you would wear in your office or workplace.
14. **Smoking Policy.** The Law School is a smoke-free facility. Smoking is prohibited in the law complex, Law Auditorium, Law Library, and Annex.
15. **Student Accounting Services.** 881 Commonwealth Avenue, lower level, 617-353-2264 <http://www.bu.edu/studentaccountingservices/>. Student Accounting Services handles billing for tuition, residence charges, and other applicable fees. Questions regarding your student account should be directed to this office. Check their web site for information regarding payments, medical insurance, wire transfer and other important information.
  - a. **Unsettled Student Account Policy.** It is expected that students at Boston University will 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 and/or documentation of loans, scholarships, grants and outside awards. University Policy requires that payment/settlement occur approximately four weeks prior to the start of classes

each semester, except for new graduate students. After that date, a late fee is assessed at the time of payment/settlement. Any student experiencing difficulty in settling a student account must meet immediately with the Student Accounting Services, Customer Services Department to make arrangements to pay/settle his/her account.

The following actions will take effect for any law students failing to complete payment/settlement of his/her student account in a timely manner:

- i. The examination grade will not be recorded or given to the student in any course taken that semester.
- ii. Student cannot select classes for the following semester.
- iii. Student cannot get loans processed or certified for the following semester.
- iv. Student will not be issued transcripts or verification of enrollment.
- v. Financial Aid awards, including student loans and student employment/work study, will be canceled.
- vi. Access to University facilities will be denied.
- vii. Student cannot participate in graduation.
- viii. Student cannot be certified for the bar.

16. **Student Link.** The Student Link ([www.bu.edu/studentlink](http://www.bu.edu/studentlink)) is an online resource available to all Boston University students. The requirement for access is a BU login name and Kerberos password. The web site contains useful information for incoming and continuing students including academic information, on-campus job listings, and financial aid information. The Link allows enrolled students to obtain their personal records at BU, including schedules and student account information. Students can update their addresses using the Link. Note: not all functions of the Link are applicable to law students.

17. **Taping Policy.** Students are prohibited from making any recording of any classroom proceedings for a course or seminar in the Legal English Certificate Program and Two-Year LLM. The Graduate Program expects students to attend all classes as they are scheduled. Audio recordings may be done only under the following circumstances:

- a. the student is unable to attend the class due to illness, disability, religious or professional reasons;
- b. the student obtains the consent of the instructor of the course or seminar; and
- c. the student asks the Legal English Certificate Program and Two-Year LLM program to arrange for the recording in a timely manner.

If these conditions are met, please inform your instructor and they will make the necessary arrangements with the Audiovisual Department.

18. **Transcripts.** (<https://www.bu.edu/law/current-students/transcript-orders/>) Boston University School of Law has partnered with Parchment, one of the industry leaders in education credentials technology, to offer online transcript ordering and electronic transcript delivery. Current students may access the Parchment storefront through the Student Link.

19. **University Identification Numbers and Cards (The Terrier Card).** Boston University students, faculty, and staff are assigned a nine-character, computer-generated ID number. This University ID number or "U" number is used for all University records including registration and class adjustments. Terrier Cards for new students are issued at the start of their first semester. Photo identification must

be presented to receive a new Terrier Card. Valid identification includes a driver's license, state identification card, or passport. Terrier Cards are valid for on-campus identification only. Terrier Card ID Photo Upload Procedure and Guidelines are available here: <https://www.bu.edu/housing/terrier-card-photo-upload/> Instructions on Terrier Card Pick Up are here <https://www.bu.edu/housing/services/terriercards/terrier-card-pick-up-instructions/> Note: You are considered "Graduate Charles River Campus" students.

## University Resources

1. **Bookstore.** (617-267-8484) Barnes and Noble at B.U. is the University bookstore, located at 910 Commonwealth Avenue. Barnes and Noble is open from 9:00 a.m. to 9:00 p.m., Monday through Friday, 10:00 a.m. to 6:00 p.m., Saturdays and 12:00 p.m. through 5:00 p.m. on Sundays. Students can order textbooks online through the bookstore website.
2. **Computers: Information Systems and Technology (IS&T).** ([www.bu.edu/tech](http://www.bu.edu/tech)) IS&T offers a full range of services to help students with desktop and laptop computing, including technical support, a central lab and print center and access to site-licensed software. They offer assistance with purchasing, protecting, using and fixing students' computers. IT professionals are available for assistance at the IT Help Center online, by phone or in person. The information provided below is a summary of select important information. Detailed information is available on the IS&T website.
  - a. **Computer Lab.** The BU Common @ Mugar, the University's primary PC lab, hosts BU's largest collection of personal computing resources. It integrates cutting-edge technology with the information services of Mugar Memorial Library, in an attractive, comfortable, and convenient location. It offers convenient access to Microsoft Windows-based computing resources and a broad selection of software applications. Stations are readily available and immediately adjacent to both technology and research help desks, as well as a high-speed print facility. Scanning stations are also available.
  - b. **IT Help Center.** (617-353-HELP (4357), [ithelp@bu.edu](mailto:ithelp@bu.edu)) 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 179 Amory Street. 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.
  - c. **Personal Sales.** ([www.bu.edu/tech/desktop/purchase/personal](http://www.bu.edu/tech/desktop/purchase/personal)) The IT Help Center offers educational pricing on computer hardware and software. BU maintains a showroom at 179 Amory Street where students can try out various computers. Staff members are available to help students select computers and software.
3. **Counseling Services.** Student Health Services, 88 Commonwealth Avenue, 617-353-3569, [www.bu.edu/shs/behavioral](http://www.bu.edu/shs/behavioral). The behavioral medicine staff at Student Health Services consists of psychiatrists, psychologists, a nurse clinical specialist, and social workers. They will help in addressing short-term psychological issues. When longer-term care is needed, they will facilitate referral to expert clinicians in the local community. Care in the Behavioral Medicine Department is

available on an appointment basis. Please call 617-353-3569 to set up an initial appointment. Behavioral Medicine providers are available 24 hours a day on-call for urgent situations.

4. **Disability Services.** Boston University Office of Disability Services, 19 Deerfield Street, 2nd floor, 617/353-3658 (Voice/TTY), [www.bu.edu/disability/](http://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 that office, and such documentation must comply with University guidelines, which may be obtained from Disability Services. Disability Services will review your medical documentation and may recommend academic accommodations to the Legal English Certificate Program and Two-Year LLM Program on the basis of that documentation. The recommendations of Disability Services must be reviewed and approved by the Program. Please note that Disability Services may require as much as two weeks to complete its review, and that the School of Law cannot provide academic accommodations on the basis of a disability unless Disability Services has recommended accommodations. Thus, students should start this process as early as possible. If you are requesting additional time in which to complete examinations, you need to begin this process at the beginning of the semester – do not wait until the exam period to address this issue.
5. **Family Services.**
  - a. **Office of Family Resources.** 25 Buick Street, Room 314. 617/353-5954. [www.bu.edu/family/](http://www.bu.edu/family/). The Office of Family Resources offers a number of services to members of the Boston University community including a free referral service and resource materials for parents seeking child care. It offers a child care service listing of Boston University students (with previous child care experience) available for baby-sitting on a short-term basis. It conducts school vacation programs for children in kindergarten through grade 5. Students can use the office's resource library for families with information on childcare and eldercare issues, support groups, and other related services.
  - b. **Children's Center.** (<https://www.bu.edu/childrens-center/>) 10 Lenox Street, Brookline 617-353-3413. The Children's Center provides a full-time childcare program for children ages two through five. This service is available to members of the Boston University Community, and the Center is open from 8:00 a.m. to 6:00 p.m. For information regarding programs, charges, the application process, and eligibility, call the Center.
6. **Health Services.** Student Health Services, 881 Commonwealth Avenue, 617-353-3575, [www.bu.edu/shs](http://www.bu.edu/shs). Student Health Services consists of a walk-in medical clinic, a mental health clinic by appointment or on an emergency basis, an infirmary, 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 by the University. Within Student Health Services are:
  - a. **Walk-in Medical Clinic**, 617-353-3575. A staff of full- and part-time full-time physicians and nurse practitioners are available to provide general medical care. When needed, referrals are made to specialists outside the clinic. If your medical problem requires inpatient hospitalization, they will arrange admission for you at the Boston Medical Center or at the hospital of your choice. NOTE: 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 form and then pay any unpaid charges not covered by insurance.
  - b. **Behavioral Medicine Clinic** (academic year only), 617-353-3569. A board-certified psychiatrist



- directs a staff of psychiatrists and psychologists who provide short-term mental health services by appointment of for emergencies. These services are confidential.
- c. **Crisis Intervention Counselor** 617-353-3569. The Behavioral Health Services staff includes a licensed independent clinical social worker who serves as the crisis intervention counselor.
  - d. **Additional Services** include Wellness & Prevention programs, Sexual Assault Response and Prevention Center (SARP) and Athletic Training.
7. **Housing.** Boston University Office of Housing is unable to offer any graduate on-campus housing. You may wish to contact the Office of Rental Property Management or the Office of Off-Campus Services for information on off-campus housing.
- a. **Off Campus Services.** [www.bu.edu/offcampus/](http://www.bu.edu/offcampus/) The office of Off-Campus Services maintains updated listings of available apartments and sublets in the greater Boston area. The service is free of charge to all Boston University students, faculty, staff, and alumni. Students can browse the listing of off-campus property or advertise their own apartments for rent. In addition to postings, there is information about tenant rights and responsibilities, neighborhood descriptions, definitions of common rental terms, considerations before signing a lease, and other resources to help students with their housing search.
  - b. Boston University Office of Rental Property Management, 19 Deerfield Street, 617-353-4101, <http://www.bu.edu/rpm/>. The Office of Rental Property Management handles rentals of University-owned apartments, located at 580 Commonwealth Avenue, Bay State Road, and South Campus, among others.
8. **International Students and Scholars Office.** 888 Commonwealth Avenue, 617-353-3565, [www.bu.edu/isso](http://www.bu.edu/isso). The International Students and Scholars Office (ISSO) provides a broad range of services to international students, professors, research scholars, visitors, and their families. It issues visa and immigration documents to make possible study or employment at Boston University. 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, and to maximize their opportunities while at Boston University. All international students must register with this office before beginning Law School studies.
9. **Parking Services.** 1019 Commonwealth Avenue, 617-353-2160, [www.bu.edu/parking](http://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 currently valid I.D. card to Parking Services. In lieu of an I.D. card, Parking Services will accept an official receipt of tuition payment. Semester "T" passes can be purchased from the Office of Parking Services.
10. **Physical Education, Recreation and Dance (PERD),** 915 Commonwealth Avenue, 617-353-2748, [fitrec.bu.edu](http://fitrec.bu.edu). Many students take advantage of the physical education opportunities at the University.
- a. **Physical Education Credit Classes.** Due to the program's fixed curriculum, students in the LECP or Two-Year LLM program may not enroll in physical education classes for credit, but may enroll in classes that are not offered for credit (see paragraph 10b, below)
  - b. **Noncredit Program Classes.** The Noncredit Program provides low-cost, noncredit recreation classes for students, faculty, staff, and alumni. Classes are offered around academic and work

schedules in the early-morning, noontime, and evening hours, and on weekends. Course length varies from a one-time meeting to several times a week for a full semester.

- c. **Summer Term Recreation Classes.** Summer Term Recreation Classes at Boston University are one of the city's best-kept fitness secrets. A full range of classes—Rowing, Swimming, Dance, Sailing, Tennis, Kayaking, Conditioning, and more—are offered to the University community and the general public. Most summer term recreation classes are held for five weeks, starting one week after summer term academic classes begin.
- d. **Family Recreation Program.** During the academic year, Saturday-morning classes are offered for Boston University faculty, staff, students, alumni, and their children, ages four to sixteen. Instruction in swimming, skating, sports, and dance is available for the children while parents can get a workout, too!

## 11. Recreational Facilities.

- a. **Fitness and Recreation Center**, 915 Commonwealth Avenue, 617/353-2748, email: [fitrec@bu.edu](mailto:fitrec@bu.edu), [fitrec.bu.edu](http://fitrec.bu.edu). Boston University's Fitness and Recreation Center provides approximately 270,000 square feet of space, supporting physical education, non-credit courses, intramurals, club sports, student organizations and much more. The state-of-the-art fitness and recreation center contains an 18,000 square foot weight and cardio room, two separate swimming pools, 2 multiuse gymnasiums with seven courts, an elevated 1/7 mile jogging track overlooking several activity areas, racquetball and squash courts, several multi-purpose activity and classrooms for dance, group exercise classes, martial arts, club and intramural meetings and health and wellness classes, and a thirty-five foot climbing wall. Access to the Center is free for all full-time students.
- b. **Track and Tennis Center**, 100 Ashford Street, 617-353-4141. The Track and Tennis Center (TTC) contains a banked six-lane 200 meter indoor track, an exterior flat jogging lane, a throwing area, 4 tennis or basketball courts, golf range (for class only), aerobics space, and locker rooms.
- c. **Agganis Arena**, 935 Commonwealth Avenue, 617-358-7000, [www.agganisarena.com](http://www.agganisarena.com). Agganis Arena is part of the John Hancock Student Village, home of Terrier men's hockey, and plays host to various men's and women's basketball games. In addition to B.U. sports team action, the Agganis Arena hosts B.U. events, concerts, family shows, sporting events, trade shows and conferences throughout the year.
- d. **Additional Facilities.** Additional facilities include the Dance Theater, Sailing Pavilion, DeWolfe Boathouse and Nickerson Field.

## 12. Safety.

- a. **The Boston University Police Department.** 32 Harry Agganis Way, emergencies only: 617/353-3121, all other business: 617/353-2110. [www.bu.edu/police](http://www.bu.edu/police). The BU Police Department is the primary law enforcement agency for the University. 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. **Scarlet Safe Walk.** Members of the student-run escort security service are available to walk with you to your on-campus destination late at night. They are stationed at Mugar Library, but can walk you from and to wherever you may need on the Charles River Campus. Call them at



617-353-4877 between the hours of 10pm and 2am for a safe walk to your destination. Please note that this service only is available during the fall and spring semesters. More information is available at <https://www.bu.edu/police/crime-prevention/safe-walk/>

- c. **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 BU Police Department.
  - i. **Police Services:** Call the BU Police at 617/353-3121 and tell the dispatcher the location and nature of the emergency. Stay on the line to provide additional requested information. If off-campus, dial the local police at 911.
  - ii. **Emergency Telephone System:** Known as the “blue light” phones, there are currently five emergency telephones located inside or near the School of Law. In the event of an emergency, press the red button and you will be directly connected to the BU Police Department.
  - iii. **Medical Emergencies:** Call the BU Police at 617-353-3121 and tell the dispatcher the location and the nature of the emergency and to call an ambulance. If off-campus, dial the local police at 911.
  - iv. **Fire Safety:** Call the BU Police at 617-353-3121; give the location and extent of the fire; pull the nearest fire alarm. Leave the building calmly, by following the EXIT signs to fire exits. DO NOT use the elevators. If off-campus, dial the local fire department at 911.
  - v. **Bomb Threats in a University Building:** Do not touch or move any suspicious packages or objects; dial 617-353-3121. 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.
- d. **RAD Classes (Rape Aggression Defense).** The RAD program is a twelve-hour self-defense program for women only. This program is offered in the evenings through four three-hour classes. For information go to <http://www.bu.edu/police/services/RAD/>.

13. **Veterans Benefits.** Office of Veterans Affairs and Dependent Benefits, 881 Commonwealth Avenue, second floor, 617-353-3678. If you are eligible for veterans’ benefits or would like more information about VA rules and veterans’ programs, contact the Boston University Veterans Affairs office.

**Academic Regulations**  
**Legal English Certificate Program & Two-Year LLM Program**  
(approved March 2015)

These regulations govern the academic programs of the Certificate-only track of the Legal English Certificate Program (LECP) as well as the Two-Year LLM Program's fall, spring and summer components.

**Article I. Requirements for the Legal English Certificate Program and Two-Year LLM Program**

**1. Legal English Certificate**

Completion of the Legal English Certificate Program will appear on student transcripts. Students will receive a certificate attesting to their successful completion of the LECP by BU Law's Registrar, to be signed by the Dean and the Director of the LECP.

**2. Requirements for the Certificate**

The Certificate may be pursued as a stand-alone Certificate or as part of BU Law's Two-Year LLM Program track (the "Two-Year LLM Track"). To receive the Certificate in Legal English, all candidates must satisfy the following requirements:

- a. Complete 25 credit hours in two semesters of residence, consisting of all required courses in BU Law's Legal English Certificate Program (LECP);
- b. Obtain a final cumulative average of at least C+ (2.3) for all courses; and
- c. Receive no grade of 'F' in any course.

**3. Requirements for the Two-Year LLM**

Students admitted into the Two-Year-LLM Track must satisfy the following requirements to advance to the LLM program to which they have been admitted:

- a. Complete 25 credit hours in two semesters of residence, consisting of all required courses in the Legal English Certificate Program, with the option to enroll in *LAW AM 700* Introduction to

American Law, a two-credit, LLM class in the spring semester in lieu of *LE656 Topics in American Law*, with the LECP Director's approval.

- b. Obtain a final cumulative average of at least B (3.0) for all courses; and
- c. Receive no grade of "F" in any course; and
- d. Satisfactorily complete the two-week pre-LLM summer program offered; or, at the discretion of the Director of the LECP, satisfactorily complete the summer program offered by the LL.M program into which the student has been conditionally admitted.

#### **4. The LECP Program**

##### **A. Required Courses for All LECP Students:**

All LECP students must successfully complete the following courses as set forth below. In addition, Two-Year LLM Track students must complete the course(s) specified in Section 4(B), below, and Certificate-Only Track Students must complete the course(s) specified in Section 4(C) below.

- (i) *LE650 U.S. Legal Discourse*, for six credit hours, fall term.
- (ii) *LE651 Academic Skills for U.S. Law Studies*, for three credit hours, fall term.
- (iii) *LE652 Introduction to U.S. Legal Culture*, for three credit hours, fall term.
- (iv) *LE653 Legal Reasoning and Analysis*, for six credit hours, spring term.
- (v) *LE654 Legal Writing*, for two credit hours, spring term.
- (vi) *LE655 Persuasive Legal Advocacy*, for two credit hours, spring term.
- (vii) *LE656 Topics in American Law*, for two credit hours, spring term.
- (viii) *LE661 International Contracts and Negotiations*, for one credit hour, spring term.

##### **B. Required Courses for Two-Year LLM Track**

- (i) All students in the Two-Year LLM track must take all required courses as set out in Section 4(A), above, with the option to enroll in *LAW AM 700 Introduction to American Law*, a two-credit, LLM class in the spring semester in lieu of *LE656 Topics in American Law*. This option is available to the student pending the LECP Director's approval.
- (ii) All students in the Two-Year LLM track must take the pre-LLM summer program, as per Article I (3)(d), above.

##### **C. Required Courses for Certificate-Only Track**

All students in the Certificate-Only track must complete all required courses as set out in Section 4(A), above, subject to the following exceptions:

- (i) Certificate-only students may opt to take *LE651 Academic Skills for U.S. Law Studies* (3 credits) and /or *LE661 International Contracts and Negotiations* (1 credit) as credit/no credit (i.e., pass/fail), for up to 4 credits of credit/no credit courses. No other courses in the LECP curriculum may be taken as credit/no credit courses, nor will students taking this option be considered for admission into any LLM program at BU Law.

## **5. Auditing Classes**

- (i) Classes cannot be audited in the LECP.
- (ii) LECP students may not audit LLM classes.

## **6. Failure to Satisfy Program Requirements**

A Two-Year LLM Track student who has failed to satisfy the requirements to advance to full-time LLM studies, as set out in section 3 above, but has otherwise (a) obtained a cumulative grade point average of C+ (2.3) or higher; and (b) has not received an “F” grade in any class, will receive a certificate from the Legal English Certificate Program and be administratively dismissed from the Two-Year LLM Program.

# **Article II. Registration, Course Election, and Program Changes**

## **1. Registration**

- (i) All LECP students will be automatically registered for the classes listed in Section 4(A).
- (ii) All Two-Year LLM students will be automatically registered for classes listed in Section 4(A) and in Section 4(B).

## **2. Course Election**

- (i) Students in the Legal English Certificate Program will not be able to choose courses or substitute other courses for existing courses within the program.
- (ii) Students in the Two-Year LLM track may, upon approval by the LECP Director, substitute *LE656 Topics in American Law* with *LAW AM 700 Introduction to American Law*, a two-credit, LLM class offered in the spring semester. Students in the Two-Year LLM track will not be able to choose courses or substitute other courses for existing courses within the program.

### **3. Add/Drop Period**

Due to the fixed curricula in the Legal English Certificate Program and the Two-Year LLM track, deadlines related to add/drop period are not applicable.

### **4. Program, Calendar and Schedule Changes**

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

## **Article III. Attendance, Preparation and Classroom Participation**

### **1. Attendance in Individual Courses**

Due to the intensive nature of the program, regular and punctual attendance is expected in all courses in which a student is enrolled. Students must notify the Director of any anticipated absences. A student whose cumulative absences from any LECP or Two-Year LLM course are the equivalent of four weeks of instruction in any semester may be excluded from the final examination or any other further participation in the course. Such a student will receive a failing grade. A student upon whom this sanction has been imposed may petition the Graduate and Foreign Programs Committee for readmission to the course or for the right to take the final examination, but there will be a heavy presumption against readmission to the course.

### **2. Attendance**

A student who, without permission of the Director or his/her designate, has not attended any classes in a four-week period may be administratively dropped from either the LECP or the Two-Year LLM Program, as applicable. A student upon whom this sanction has been imposed

may petition the Graduate and Foreign Programs Committee for readmission to the program, but there will be a heavy presumption against readmission, especially in cases in which the student did not communicate with the Director, the instructor, or the administration of BU Law about the absences, before or during the period in which the absences occurred.

### **3. Preparation and Classroom Participation**

Students should come to class having completed all required readings and assignments, and prepared to participate and actively engage in class discussions.

### **4. Effect on final grades**

**a. Exclusion from further participation.** A student who has been warned by an instructor of excessive absences, and whose absences continue, may be excluded from the final examination or any other further participation in the course. Such a student will receive a failing grade. A warning under this paragraph shall be communicated in writing. Any petition to the Graduate and Foreign Programs Committee for readmission to the course will face a heavy presumption against readmission.

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

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

**d. Special case of courses without a final examination.** With advance notice, an instructor who requires a paper or papers in lieu of an examination may adopt and apply a policy of assigning a specified weight to classroom preparation or participation. The weight given to preparation or participation may be specified either as a percentage of the final grade or in terms of grade increments.

### **5. Summer Course Attendance Policies.**

Two-Year LLM students enrolled in one of the Pre-LLM summer programs, shall abide by the program's attendance policies. Failure to do so may result in the student being administratively dismissed from the Two-Year LLM Program.

## **6. Academic Misconduct and Adherence to BU Academic Policies.**

LECP and Two-Year LLM track students are subject to all applicable University and School of Law policies, including but not limited to policies related to plagiarism and academic misconduct. Suspected infractions will be reported to the Dean's Office, or his/her designate.

## **Article IV. Examinations and Failed Courses**

### **1. Examination schedule**

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

### **2. Advance rescheduling of an examination in special circumstances**

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

- a. Religious holiday.** A student may reschedule an examination held on a religious holiday that the student observes. The rescheduled date will be as close as possible to the original date, and ordinarily it will be neither more than one day earlier nor more than five days later.
  
- b. Illness or other compelling circumstance.** A student may reschedule an examination if the Director or Graduate and Foreign Programs Committee (the Committee) determines that serious illness, or other compelling circumstance beyond the student's control, justifies relief. Requests for excused absences made prior to, or during, the time set for the examination are determined by the Director or his/her designate. Requests made after the time set for the examination are determined by the Graduate and Foreign Programs Committee. If illness is the asserted basis for relief, the student's request must be supported by a statement from an examining physician. The physician's statement

must show the date, nature, and severity of the illness, and it should give the physician's judgment as to the student's ability to take the examination as scheduled. The statement should be as contemporaneous with the request as possible. If relief is granted, the rescheduled date will be as close to the original date as the reason for giving relief will permit, and ordinarily it will be neither more than one day earlier nor more than five days later. If the proposed date for rescheduling is beyond the end of the examination period, and if the student is in his or her final semester, then the student must obtain approvals from the Committee.

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

Failure to take an in-class examination at the scheduled or rescheduled time, or failure to submit a take-home examination on time, may be excused only if the Director or Graduate and Foreign Programs Committee, as the case may be, determine that serious illness, or other compelling cause beyond the student's control, caused the student's failure. If illness is the asserted cause, the student must produce the documentation described in section 2(b) above. If the Director or Committee decides that the student's failure is excused, it will prescribe an appropriate remedy, which ordinarily will be to reschedule the examination for the earliest date consistent with the reason for recognizing the excuse. If that date is beyond the end of the spring semester examination period, then the student must obtain approval from the Committee. If the Director or Committee decides that the student's failure is not excused, it will dispose of the petition according to section 4 below.

### **4. Unexcused failure to take or submit an examination**

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

If the Director or Graduate and Foreign Programs Committee determine 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 Committee may allow the student to take and submit the



examination, provided that the student does so immediately. If the Committee so allows, it will impose a penalty that reflects both the student's fault and any benefit the student might have obtained from delay. Ordinarily this penalty will be a substantial reduction of the student's examination grade.

## **5. Examination rules**

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

- a. All in-class examinations must be of at least two hours duration, with questions and answers in writing.
- b. All final examinations, including take-home examinations, will be evaluated on an anonymous basis, if practicable.
- c. Take-home examinations will be issued by, and must be returned to, the Director or delegate. During take-home examinations, students may not consult other persons unless expressly authorized by the instructor.
- d. During an in-class examination, students may not possess materials or devices forbidden by the instructor. Students may not consult with other persons. They may consult books, notes, or similar material, only as authorized by the instructor. Use of laptop computers is subject to announced School policy and procedure. LECP and Two-Year LLM track students shall be entitled to bring into their examinations a non-legal (non-electronic) dictionary in their native language and English, and an English language dictionary, unless otherwise prohibited by the instructor. Possession of cell phones, or other communication and/or recording devices, is forbidden unless authorized specifically by the School in advance.
- e. Except in case of emergency, students taking an in-class examination may leave the examination room only as necessary to use the restrooms.
- f. Students must stop writing and turn in their in-class examination papers when time is called.

- g. No student may retake an examination for any purpose.
- h. Students may review essay portions of their examinations after final grades have been released.
- i. Students must follow the exam proctor's instructions to sit in a specific section or seat, if asked.

## 6. Failed Courses

An 'F' grade is a failing grade; as such, a student who receives a grade of F for a course will not receive credit for that course. If a student receives an 'F' grade for a course, it will be included on the student's transcript and in the student's grade point average, weighted by the number of credit hours that would normally have been granted.

## Article V. Grades, Transcripts and Class Rank

### 1. Grading scale and procedures

- a. The Legal English Certificate Program and the Two-Year LLM Program has a letter grading system. The minimum passing grade in each course is 'D' (1.0). No credit is given for grades of 'F' (0.0).
- b. The Faculty has established the following scale of numerical equivalents for letter grades:
 

A+	=	4.3	B+	=	3.3	C+	=	2.3	D	=	1.0
A	=	4.0	B	=	3.0	C	=	2.0	F	=	0.0
A-	=	3.7	B-	=	2.7	C-	=	1.7			
- c. Classes with 25 students or more are subject to a grading curve as follows:

A+	0-5% of class
A+, A, A-	20-30% of class (A+ subject to 5% limitation above)

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

For classes under 25 students, the formal curve is not a requirement, but instructors are highly encouraged to use it as a guideline to ensure that grades accurately and fully reflect the range of student performance in the class. It is expected that a class median will be in the B to B+ range, and that very high, or very low, grades will be rare. Students require an overall GPA of 3.0 (B) in order to progress into LLM studies without triggering remediation, as per Article I Section 7 of these Regulations.

It may be helpful, for these purposes, to reflect that the letter grades roughly equate to the following categories:

A+	exceptional
A to A-	excellent
B+ to B-	very good to good
C+ to C-	fair (passable)
D	low pass
F	failure

- d. Final grades will be released to students by the program as soon as possible after the close of the examination period. Final grades will not be released to students directly by instructors under any circumstances. For the fall semester, grades are usually released toward the end of January. For the spring semester, grades are usually released the Friday before graduation.
- e. Except for clerical error, final grades may not be changed, except by vote of the faculty meeting.

## **2. Transcripts and other student records**

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

### **3. Class Rank**

- (i) Students in the Legal English Certificate Program shall not be given a class ranking.
- (ii) Students in the Two-Year LLM Track shall not be given a class ranking during their first academic year of classes in the program.

## **Article VI. Reinstatement**

### **1. Petitions for reinstatement**

Any student who is dropped from the Legal English Certificate Program or Two-Year LLM Program for failure to maintain minimum requirements for graduation, or otherwise, may petition the Graduate and Foreign Programs 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's medical condition has been a contributing factor, a statement from the attending physician must accompany the petition.

### **2. Relief available from the Director**

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

## **Article VII. Withdrawal and Leaves of Absence**

### **1. Withdrawal in good standing**

Withdrawal in good standing becomes effective only upon submission of an official withdrawal form to the Legal English Certificate Program or Two-Year LLM Program, whatever the reason for withdrawal, and whether or not the student seeks leave to return. 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.

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

The LECP and Two-Year LLM Program's policy with respect to readmission of students who have withdrawn without leave to return is to consider each request for readmission on its merits, whatever the reason for withdrawal. Students seeking readmission must petition the Graduate and Foreign Programs Committee, stating both the circumstances of the withdrawal and the events leading to the request for readmission. The Committee has discretion to grant such readmission if in its judgment the student will be able to successfully complete the requirements for either the LECP or the Two-Year LLM Program, as applicable.

## **3. Leaves of absence**

Students desiring to interrupt their study in either the LECP or the Two-Year LLM Program for any reason and to return at a later date to the same program in which the student was previously enrolled may petition the Director for a leave of absence. Such petition must clearly state:

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

## **Article VIII. The Graduate and Foreign Programs Committee**

Oversight and all academic matters related to the LECP & Two-Year LLM shall fall under the jurisdiction of the Graduate and Foreign Programs Committee. The composition, authority and procedures of the Graduate and Foreign Programs Committee shall be set by the Dean of the School of Law or his/her designate.

## **1. Authority of the Graduate and Foreign Programs Committee**

The Graduate and Foreign Programs Committee exercises the authority delegated to it by the Faculty in all matters addressed by these Regulations.

## **2. Petitions to the Graduate and Foreign Programs Committee**

Matters are brought to the Graduate and Foreign Programs Committee by written petition conveyed to the Director of the LECP, the Assistant Dean of Graduate and Foreign Programs, or through the Dean's office. Petitions should state all material facts and specify the relief sought. Appropriate supporting statements should accompany the petition.

## **3. Graduate and Foreign Programs Committee Procedure**

Petitions submitted to the Graduate and Foreign Programs Committee will be considered at a meeting unless circumstances require more expeditious action. If the petition requests reinstatement, or permission to complete degree requirements, the Committee will not deny or recommend denial of reinstatement, nor will it recommend that the student be dropped from the School, without offering the student an opportunity, reasonable under the circumstances, to appear virtually before the Committee. With respect to other petitions, a student's request for personal appearance will be granted only in extraordinary circumstances. The Committee will notify the student of its decision in writing. Committee decisions are final and not subject to reconsideration absent compelling circumstances.

# DISCIPLINARY REGULATIONS

*A copy of the disciplinary regulations is also available at <https://www.bu.edu/law/current-students/llm-student-resources/disciplinary-regulations/> In the event of a discrepancy, the online version shall prevail.*

## 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 [www.bu.edu/lifebook/university-policies/policies-code.html](http://www.bu.edu/lifebook/university-policies/policies-code.html)

### Article I. School of Law Disciplinary Action

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

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

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

b. Other conduct, including but not limited to conduct in violation of Boston University rules or public law, when such conduct is not commensurate with professional standards of conduct required of lawyers. Such conduct is defined in Article III, below. An individual shall assume student status, for purposes of these Regulations, on his/her/their official enrollment in the School, and such status shall continue until his or her permanent separation 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, 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 School of Law 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 subject a student 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 subject a student 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 photocopying or secretarial services, may subject a student 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. **Absent explicit authorization from a student's professor, faculty advisor, or supervising attorney, this provision prohibits the use of content or text generated by technological tools in any written work product submitted by students in the course of law study, in the course of employment, or in the course of other activities enumerated above, without proper attribution.** Violation of the rules stated in this paragraph may subject a student 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 subject a student 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 subject a student 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 subject a student to disciplinary action.
- j. *Rules of the Career Development Office.* Students who use the services of the School of Law Career Development Office are required to comply with all rules established by that 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, and 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. "Employment" refers to any position for which a student is hired, whether paid or unpaid, full-time or part-time, summer, permanent or during the school year. Generally, only extraordinary or unforeseen circumstances will merit reneging on a previously accepted offer. Willful or repeated violation of the requirements of this paragraph may subject a student to disciplinary action.

### **Article III. Unprofessional Conduct**

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

2. **Definition.** Unprofessional conduct consists of:

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

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

- a. *Failure to comply with University rules relating to student conduct and discipline.* Students are required to comply with the rules established by Boston University relating to student conduct and discipline. For example, students are expected to comply with the University Sexual Misconduct/Title IX Policy. Willful or repeated failure to comply with such rules may be determined to be unprofessional conduct and subject a student to disciplinary action pursuant to these

Regulations whether or not such conduct is also subject to disciplinary action pursuant to University rules.

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

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

d. *Other conduct.* Conduct defined as unprofessional conduct under section 2, above, may be subject to disciplinary action pursuant to these Regulations whether or not such conduct is related to the academic process at Boston University, and whether or not such conduct is also subject to other sanctions. These examples of unprofessional conduct are not intended to be exhaustive.

#### **Article IV. Investigation and Presentation of Charges**

1. **Preliminary investigation of reported student misconduct.** All complaints of student misconduct, including complaints involving LL.M. or other non-JD 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 (hereinafter, "the Dean's Designate") shall conduct the investigation. If, after a preliminary investigation, the Dean decides that there is no current basis to proceed with the matter, 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. Ordinarily, in such a case, the student will not be notified of the existence of a complaint.

2. **Further investigation.** If the Dean wishes to proceed with the matter, the Dean shall notify the student of the complaint, including a brief description of the nature of the complaint, the possible charges, and the applicable Disciplinary Rules, and shall request that the student schedule a meeting with the Dean's Designate within a specified time period to review the matter. This notification shall also provide that the student may bring any person as an advisor to attend and provide support during the meeting, that the advisor may consult with the student during the meeting but is not permitted to directly address the Dean's Designate during the meeting itself, and that the student must inform the Dean's Designate at the earliest possible opportunity that the student will be accompanied by an advisor, including the identity of the advisor. The notice shall also include the following information: (1) the student may consult with the Associate Dean for Student Affairs or the Director of an appropriate LL.M. or other non-JD program director for information concerning the Disciplinary Regulations and the disciplinary process prior to meeting with the Dean's Designate and that such Dean or Director can refer the student to persons with whom they may speak on a confidential basis; (2) if the student fails to respond or to attend such a meeting, the Dean's Designate shall proceed with the investigation; and (3) at the discretion of the Dean's Designate, this meeting may be recorded.

3. **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.

4. **Disposition by Stipulation.** If in the judgment of the Dean, the complaint appears to warrant disciplinary action, the Dean's Designate may, with approval of the Dean, enter into an agreement with the student to resolve the matter by a Stipulation. Any such Stipulation shall be approved by the Dean and shall clearly indicate the specific charge or charges and the sanction that the student agrees to accept. If the student proposes a Stipulation or otherwise indicates an intention to agree to a Stipulation, but the Stipulation is not signed by either the Dean's Designate or the student, evidence of such offer or initial agreement is not admissible in any Judicial Committee hearing that follows.

5. **Disposition by presentation of charges.** If, in the judgment of the Dean, the complaint appears to warrant disciplinary action, and the matter has not been resolved by Stipulation, the Dean shall direct that charges against the student be drawn and the entire matter be referred to a Judicial Committee. The Dean's Designate shall promptly prepare charges against the student and transmit such charges in writing both to the student and to the Chair of the Faculty Judicial Panel. The Dean's Designate may request the Judicial Committee, convened pursuant to Article V, for permission to amend the charges at any time prior to completion of the hearing by the Judicial Committee, but any such amendment must be made in writing within a reasonable time after the discovery of evidence supporting the amendment. The Judicial Committee shall allow such amendment 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.

6. **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, and any special circumstances or considerations related to the student's enrollment status at the School.

## **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 in writing 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. The student is expected to appear in person for the hearing before the Committee. At the request of the student and in compelling circumstances, the Dean may permit the student to appear by electronic means.
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.** The Dean's Designate shall prepare the case and present the facts in the hearing before the Judicial Committee. The Dean's Designate 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 Dean's Designate 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. Members of the Committee may also question any witnesses.
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, the Judicial Committee may adopt such procedural rules as in the judgment of the Committee will expedite the hearing and ensure due process. The Chair of the Judicial Committee, except as otherwise provided in this Article and subject to disapproval by vote of the 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 except the parties and their advisors and counsel. At the request of the student, the Dean, in consultation with the Committee, may make such exceptions to this rule as the Dean, in the Dean's discretion, concludes are warranted.

9. **Recordings.** Judicial Committee hearings shall be recorded in full and a transcript of such recording shall be made available to the student, or the student's authorized representatives, for review.

10. **Dean's recommendation.** The Dean or the 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 the Dean's Designate, however, shall bind the Judicial Committee.

11. **Effect of procedural error.** If, in the judgment of the Judicial Committee, any representative of the Dean's Office, including the Dean's Designate, 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.

12. **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 conclusion, 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 determines that a rule violation or unprofessional conduct has not been established (see section 5 below), then the student shall be deemed acquitted and so notified. The charges shall be dismissed, and no record shall be made of the matter in the student's permanent record.

4. **Rule violation or unprofessional conduct established.** If a majority of the Judicial Committee decides that by clear and convincing evidence that a rule violation or unprofessional conduct has been established as charged, then the Committee 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 conclusions with regard to the disciplinary violation and the appropriate sanction, briefly describing the factors the Committee relied on in making its

conclusions. If the vote is not unanimous, the report shall note that fact and indicate whether the disagreement concerned the finding of a violation and/or the appropriate sanction; however, the student shall not be informed of the votes of the individual members of the Committee. The Dean shall promptly provide the student with a copy of the Judicial Committee's report, with notice of the right to review by a Disciplinary Review Panel.

**5. Forms of disciplinary action.** Subject to review by a Disciplinary Review Panel convened under Article VIII, the following disciplinary sanctions may be imposed 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 noted on 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 noted on 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 noted on the student's transcript.
- 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 noted on the student's transcript.
- e. *Stay of sanction.* The student may petition the Dean for a stay of sanction, for example, in connection with an appeal to the Disciplinary Review Panel pursuant to Article VIII, Sec. 2. The petition may be filed before the student notifies the Dean's Office of an intent to appeal. Whether to grant such a petition is within the Dean's discretion.

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.

**6. 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.

**7. 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.

**8. 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 recuse himself or herself from the Panel's deliberations. If any Panel member is disqualified, then the alternate member of the Panel will serve.

5. **Disciplinary Review Panel procedure.** The Panel will deliberate in private. The Panel's decision shall be reached by majority vote of the Panel members present and voting.

6. **Disciplinary Review Panel action.** Taking into account the standard of review described in section 3 above, the Disciplinary Review Panel may:

- a. Adopt both the Judicial Committee's finding of a violation and the disciplinary action it imposed.
- b. Adopt the Committee's finding of a violation, but determine that a lesser disciplinary action should be imposed.
- c. Set aside, in whole or in part, the Committee's decision, either (1) dismissing all charges or (2) remanding to the Committee for rehearing as to the charges that should not be dismissed. On rehearing, the Judicial Committee may not impose more severe disciplinary action than it initially 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.



# BOSTON UNIVERSITY CODE OF STUDENT RESPONSIBILITIES

*A copy of the code is also available at  
<https://www.bu.edu/dos/policies/student-responsibilities/>*

*In the event of a discrepancy, the online  
version shall prevail.*

Approved by the Board of Trustees of Boston University May 12, 1983.  
*As amended through June 29, 2022*

The code is administered by the Office of the Dean of Students, Boston University. Copies may be obtained from that office, 775 Commonwealth Avenue, Boston, Massachusetts 02215.

## I. INTRODUCTION

Boston University seeks to provide all members of the University community with an environment conducive to learning. Membership in this community entails rights and responsibilities for each of its members. By enrolling in or attending a course or program of study at the University, all persons are deemed to have agreed to respect the rights of the University and its members, to abide by the provisions of this code and the rules and regulations of the University, and to be subject to any sanctions which may be imposed for their violation.

Boston University is an independent, autonomous institution; admission to the University, continued enrollment, graduation, and use of its facilities are privileges, not rights. The Code of Student Responsibilities is established to provide a system for dealing fairly and responsibly with students whose actions fail to meet the standards of the University, which may in some cases be set higher than the standards outside of the University community. Student behavior that violates the rights of others or the standards of academic life is not a private matter. Such violations threaten the ability of the University to exist as an authentic university.

In addition, students have rights and obligations under the law. When they enter the University, students retain those rights, and student status confers no immunity or sanctuary from federal, state, or municipal laws. Nothing in this code is intended to infringe upon or limit the jurisdiction of courts and law enforcement authorities over the Boston University

community. By the same measure, nothing in this code is intended to restrict the rights of the University to the modest limits of public law. The University reserves and will exercise the right to insist upon the highest standards of personal conduct from all members of the University community.

While this code establishes University-wide standards of conduct, it does not supersede the codes, rules, and regulations of the schools and colleges and other units of the University, nor does it supersede the procedures established by the schools and colleges of the University for resolving violations of conduct or academic behavior relating to the schools or colleges.

Disciplinary action against any student may entail serious consequences. It may result in the student's temporary or permanent separation from the University and thus may jeopardize their future career. In recognition of the support and concern provided by most parents and family members and considering the importance of such support to a student who faces serious disciplinary action, it is the policy of Boston University that a student's parents or family members be notified of serious disciplinary action involving their student, subject to the Family Educational Rights and Privacy Act of 1974.

Furthermore, the published refund schedule applies to voluntary leaves and withdrawals only; there is no provision for any cancellation of charges when a student is dismissed or suspended due to conduct.

The University's expectations are set forth in this Code of Student Responsibilities to give students general notice and examples of prohibited conduct, but the descriptions should be read broadly and not exhaustively. The University reserves the right to amend this code or the rules and regulations of the University and its schools, colleges, and programs at any time. The provisions of the Code of Student Responsibilities should not be regarded as a contract between the student and the University.

## **II. RIGHTS AND RESPONSIBILITIES**

The legitimate expectation of all students is that the University will provide an environment in which they may study, learn, work, and live without unwarranted interference from others.

The basic responsibilities of the student include:

1. Respecting the rights of others.
2. Respecting the highest standards of academic integrity and reporting any violations of those standards to the dean of his or her School or College or the Dean of Students for appropriate investigation and disposition.
3. Respecting the property of others, and the property, equipment, facilities, and programs of the University.
4. Refraining from actions that endanger the health, safety, or welfare of any member of the University community or its guests.
5. Complying with the normative standards, rules, and regulations of the University as well as with federal, state, and local laws.

The failure to fulfill any of these responsibilities is a basis for disciplinary action under this code or the academic regulations of the Schools and Colleges of the University. The Trustees of Boston University require that all employees of the University report and assist in the investigation of violations of the normative standards, rules, and regulations of the University.

Specific conduct expected of students at Boston University is set forth in the rules and regulations of the University, its Schools, Colleges, programs, and residences. The official publications, bulletins, and notices of the University, its Schools, Colleges, and programs, as well as other publications (such as the student handbook, residence handbooks and notices, the student residence license agreement, etc.) contain additional specific regulations. Because of the size of the University and the diversity of its programs, no one document sets forth all of the rules and regulations governing student conduct. Some of the major regulations of the University are set forth as an Appendix to this code.

In instances of disciplinary hearings based on charges brought by the Dean of Students, the student will have the following rights:

1. The right to receive from the Dean of Students a clear notice of the alleged violation in reasonable time to permit adequate preparation of his or her defense.
2. The right to have his or her guilt or innocence determined by an impartial panel.
3. The right to have an advisor present at the hearing.
4. The right to call witnesses and to introduce evidence at the hearing.

## **III. DISCIPLINARY ACTION**

### **A. Academic Conduct**

The value of any grade, credit, honor, or degree received by a student presupposes that all work submitted by a student is his or her own. A student who uses or relies upon work of others or who, except under conditions expressly permitted by the instructor, furnishes assistance to another student violates the standards of the University. Students must insist upon academic honesty and integrity from their fellow students and must report promptly any case of alleged violation of academic conduct. Failure to do so is a violation of this code.

The resolution of matters involving academic conduct and standards is determined by the appropriate School, College, or program of the University through the procedures established by the dean and faculty. All such cases are subject to review and final determination--including determination of the sanction--by the Provost or his or her designated representative.

1. Matters relating to the retention or continued good standing of a student are subject to the determination of the School or College in which the student is enrolled. All such actions are subject to review and final determination--including determination of the sanction--by the Provost.
2. Matters relating to a course taken by a student in a School or College other than the School or College in which the student is enrolled are subject to the determination of the School or College in which the course is offered. All such actions are subject to review and final determination--including determination of the sanction--by the Provost.
3. A School or College may act on a matter previously adjudicated by the Dean of Students, the Residence Life system, another School or College, or a unit of the University where the matter is relevant to the standards and criteria of that School or College as they relate to the student's admission, continued good standing, promotion, graduation, or honors. All such actions by a School or College are subject to review and final determination--including determination of the sanction--by the Provost.
4. A School or College, the Vice President for Enrollment and Student Affairs, or the Provost may withhold credit for a course or program or deny graduation pending completion of an investigation under this code or an investigation of allegations of academic misconduct.

Any act authorized by this code to be performed by the Provost may also be done by an authorized designee of the Provost.

## **B. Dean of Students**

The Dean of Students is vested with the principal responsibility for the implementation and administration of this code. The Dean of Students may investigate and act on any allegation of violations under the code. He or she may refer any such matter to the School, College, or unit of the University he or she deems appropriate. A matter acted on by a School or College will be subject to the procedures and rules established by the dean and faculty of that School or College. The Dean of Students will refer any matter involving academic misconduct to the dean of the appropriate School or College. Actions of the individual Schools and Colleges are subject to review and final determination--including determination of the sanction--by the Provost.

Upon receipt of an allegation of misconduct or violation of the code, the Dean of Students will determine whether the matter is to be referred to a School, College, or other unit or resolved by his or her office. The fact that a matter has been referred to a School, College, or other unit of the University does not prevent the Dean of Students from imposing an interim sanction pending resolution of the matter by a School, College, or other unit.

The Dean of Students will attempt to resolve allegations of misconduct or violation of the code as follows:

1. He or she will seek to determine the facts and relevant information relating to the complaint or allegation. During the investigation, he or she may interview the student or students against whom the allegations have been made.
2. Before making a determination or imposing any sanction, other than an interim sanction, he or she will inform the student or students against whom allegations of misconduct have been made of the nature of the allegations.
3. If, as a result of the investigation, the Dean of Students determines that the matter should be closed without findings, he or she may do so, and will so inform the student or students involved.
4. If, as a result of the investigation, the Dean of Students has made a preliminary determination that a student has violated the code, he or she will notify the student in writing of the nature of the misconduct and will give the student an opportunity to meet with him or her, accompanied by a representative from the University community or a family member. The dean will review his or her findings with the student and give the student an opportunity to respond. The failure of a student to meet with the dean will not prevent the Dean of Students from acting on the matter.
5. The Dean of Students may make a formal determination of findings and impose such sanction or sanctions as he or she deems appropriate. He or she will inform the student of the student's right

to have a hearing before a panel of the University Board on Student Conduct if the student wishes to contest the findings. He or she may agree with the student to a negotiated disposition of the matter that may include or may be in lieu of a formal disposition. The Dean of Students will endeavor to complete the investigation into a complaint within 45 days of the filing of the complaint.

In his or her discretion, the Dean of Students may impose conditions on one or more students pending resolution of, or in resolution of, a particular matter. Such conditions may include: not entering or being in or on particular buildings or areas of the University, avoiding contact with a specific person or persons, and such other conditions deemed appropriate. Unless issued as part of a disciplinary finding, such conditions are not disciplinary sanctions. A student who violates the terms of such conditions may be deemed guilty of a violation of the code and is subject to disciplinary sanction for such violation.

Any act authorized by this code to be performed by the Dean of Students may also be done by an authorized designee of the Dean of Students.

### **C. Residence Life**

Matters involving conduct in the residence system will be subject to investigation and disposition by the Director of Residence Life or his or her authorized designee. The Director of Residence Life may authorize the establishment of or continuation of existing panels within a particular residence or cluster of residences to assist in the determination of matters involving that residence or cluster. The rules and procedures governing each such panel shall be subject to the approval of the Director of Residence Life, who will ensure reasonable uniformity of standards, rules, and procedures in residences.

The Director of Residence Life will establish specific procedures to govern the implementation of the provisions of this code relating to the Residence Life system. The procedures applicable to each residence or cluster will be posted in the appropriate residences.

A student who is found guilty of misconduct involving residence life may appeal the findings or the sanctions to the Dean of Students. Such appeal must be filed with the Director of Residence Life not later than ten days after issuance of the findings. The decision of the Dean of Students will be subject to review and final determination--including determination of the sanction--by the Vice President for Enrollment and Student Affairs.

The maximum sanction which may be imposed by the Director of Residence Life is restitution, a monetary fine, and expulsion from the residence system. Any matter involving conduct in the residence halls may be referred to the Dean of Students or to an appropriate School, College, or unit of the University. The fact that the Director of Residence Life has acted on a matter will not be a bar to further proceedings by the Dean of Students and/or the appropriate School or College.

In his or her discretion, the Director of Residence Life may impose conditions on one or more students pending resolution of, or in resolution of, a particular matter. Such conditions may include: not entering or being in or on particular buildings or areas of the University, avoiding contact with a specific person or persons, and such other conditions deemed appropriate. Unless issued as part of a disciplinary finding, such conditions are not disciplinary sanctions. A student who violates the terms of such conditions may be deemed guilty of a violation of the code and is subject to disciplinary sanction for such violation.

Any act authorized by this code to be performed by the Director of Residence Life may also be done by his or her authorized designee.

## **IV. HEARING PROCEDURES**

### **A. University Board on Student Conduct**

There shall be a University Board on Student Conduct composed of not fewer than twenty-four and not

more than thirty persons. The membership of the Board will be as follows: One-third of the members will be members of the faculty appointed by the Provost. The Provost will make his or her designation from among a list of fifteen nominations made to him or her by the Faculty Council. One-third of the members will be students selected by the Dean of Students from among a list of fifteen nominations made to him or her by the Student Union. One-third of the Board will be appointed by the Vice President for Enrollment and Student Affairs and may include students, faculty, or members of the administrative staff of the University. Temporary imbalances in the composition of the Board caused by the absence or withdrawal from the Board of any member(s) will not affect the validity of actions taken by a hearing panel of the Board.

Membership on the Board shall be for a term of two years except that the term for student members shall be one year. Individuals appointed to fill a vacancy on the Board shall serve for the duration of the term.

The Dean of Students will be responsible for the administrative functions of the Board. Each panel will consist of not fewer than three and not more than five members of the Board. At least one member of each panel will be a student and at least one member will be a member of the faculty. Each panel will sit for one month, but its term may be extended by the Dean of Students or the Dean of Students may create an additional panel or panels as may be necessary to assure the prompt adjudication of cases. The term of any panel will be deemed to be automatically extended to the completion of its work on any case it has commenced hearing. The Dean of Students will designate the chairman of each panel.

If, during the summer or during any other period, sufficient members of the Board are not available to create a panel, the Vice President for Enrollment and Student Affairs, at the request of the Dean of Students, may designate individuals to serve as interim members of the Board for the purpose of serving on a panel.

## **B. Procedures**

A student who has been found guilty of a violation of the code by the dean of Students may request a hearing before a panel of the University Board on Student Conduct. Such a request must be filed with the Dean of Students in writing not later than ten days after notification by the Dean of Students of the findings of the dean. In his or her discretion, the Dean of Students may accept a late request for a hearing.

A student who requests a hearing will be notified in writing by the Dean of Students of the time and place of the Board hearing; he or she will be informed of the charge(s) against him or her with sufficient specificity to permit the preparation of a response to the charges(s). The Dean of Students will endeavor to commence a hearing before a panel within 30 days of the receipt of a request for a hearing by the student. (Additional time may be required for scheduling the hearing during the period from the end of classes in the spring semester to the commencement of classes in the fall semester or to requests made immediately prior to the winter intersession.)

Where related offenses are charged against more than one student, the Dean may assign a panel to hear the cases together. If the chairman of the panel assigned to hear the case concludes that this may result in unfairness to one or more students, he or she may direct that separate hearings be held.

The chairman of the panel will preside at the hearing and may make such rulings as he or she deems necessary for the orderly conduct of the hearing. The hearing will be closed to the public; the chairman will, however, have discretion to admit parents, relatives, or friends of the student where, in the judgment of the chairman, the presence of such persons will not jeopardize the decorum and orderliness of the hearing.

The rules of evidence and procedures applicable to courts of law will not be applicable at the hearing. The chairman may make appropriate rulings to safeguard the integrity and fairness of the hearing. The hearing will be conducted with emphasis on common sense in attempting to ascertain the truth and reach a finding appropriate to the rights of the student and the University community. All witnesses before the

panel will be expected to tell the truth. The hearing will be mechanically recorded and the student will have the right of access to a copy of the recording without cost, or to obtain a copy of the recording at his or her expense.

The Dean of Students will be responsible for the presentation of the charge(s). This may include the introduction of evidence and the calling of witnesses. The student may also introduce evidence and have witnesses testify on his or her behalf. Members of the panel may ask questions of any witness; they may request that additional witnesses or information be obtained, and the chairman may grant a continuance of the hearing for such purposes. The members of the panel may take cognizance of facts or information within the knowledge of the University community or based on the records of the University. The chairman may permit direct questioning of a witness by the student or the Dean of Students.

The chairman may permit a witness to remain in the hearing room before or after giving testimony, and he or she may exclude any person from the hearing room to the extent necessary to ensure a fair and orderly hearing. The chairman may limit or exclude the testimony of any individual to the extent that such testimony is repetitive of matters previously testified to or is not probative as to the guilt or innocence of the student. The student may be accompanied by an advisor of his or her choice; however, the advisor may not participate directly in the hearing. In the face of pending criminal charges arising from the same events, legal counsel for the student may be present to safeguard the rights of the student relating to the criminal charges but not to participate directly in the hearing.

After completion of the hearing, the panel will deliberate and will issue its decision within five days. The members of the panel will be the sole arbiters of the weight of the evidence, the demeanor and credibility of the witnesses, and the guilt or innocence of the student. Each finding of guilt must be concurred in by a majority of the panel. The specification or description of an offense may be modified by the panel to conform to the evidence, provided that the modification does not deprive the student of his or her right to respond to particular charges.

The Dean of Students will notify the student of the decision of the panel and, if the student has been found guilty, of the sanction or sanctions imposed by the Dean.

Except for good cause shown, the failure of a student to attend the hearing will be deemed a withdrawal of the request for a hearing. For special reasons out of the ordinary, the Dean of Students or the panel chairman may grant a postponement of a scheduled hearing if a request for postponement, supported by good cause, is received twenty-four hours prior to the time of the hearing. Either may, for good cause shown, grant a new hearing or the reopening of a hearing. Except for applications made during a hearing, all such requests shall be filed with the Dean of Students.

If, in the judgment of the Dean of Students or the Vice President for Enrollment and Student Affairs, a student is prejudiced by the University's failure to do or complete a procedure required under this code, appropriate corrective measures may be directed by the Dean or the Vice President at any stage of the proceedings. Such procedural error will not invalidate the proceeding or disposition. The proceedings of a hearing panel will not be invalid by reason of a defective mechanical recording of the proceeding.

## **V. APPEAL PROCEDURES**

A student who is found guilty of misconduct under the provisions of this code by the Dean of Students or a hearing panel or who has interim sanctions placed against him or her by the Dean of Students may appeal the determination and sanctions imposed to the Vice President for Enrollment and Student Affairs.

1. An appeal from the findings of a hearing panel or sanctions imposed by the Dean of Students shall be taken by filing a statement of appeal with the Dean of Students not later than ten days after receipt of the Dean of Students notification of the findings and sanctions.
2. If the student has waived his or her right to a hearing before the panel, he or she may appeal the findings and sanction imposed by the Dean of Students by filing a statement of appeal with the

Dean of Students not later than ten days after receipt of notification of the Dean of Students findings and sanctions.

The filing of a statement of appeal will not operate to stay the effect of sanctions imposed. The statement of appeal may request that sanctions imposed be stayed or modified pending the determination of the appeal, and the reasons for such request are to be set forth in the statement of appeal. The Dean of Students or the Vice President in his or her discretion may suspend, stay, or modify sanctions imposed, subject to such conditions as either may deem appropriate.

Upon receipt of a timely appeal, the Dean of Students will forward to the Vice President the relevant record of the matter. The Dean of Students may file with the Vice President a written response to the statement of appeal and will provide the student with a copy of his or her written response. The Vice President or his or her designee will review the record and the statements submitted. The decision of the Vice President will be in writing, with copies provided to the student and the Dean of Students. The decision of the Vice President will be final.

The Vice President may:

1. Affirm, modify, or reverse the findings of guilt.
2. Affirm or modify, either to increase or decrease, the sanctions imposed.
3. Remand the matter to the Dean of Students or a hearing panel for additional investigation, a new hearing, or a reopening of the hearing, as he or she may deem appropriate. If a case is remanded, the decision will specify whether the sanctions are to be maintained, modified, suspended, or reversed pending completion of the matter on remand.

Any act authorized by this code to be performed by the Vice President for Enrollment and Student Affairs may also be done by an authorized designee of the Vice President.

## **VI. SANCTIONS**

The following, individually or in combination, are authorized disciplinary sanctions. Where appropriate, the statement of the sanction shall include the period of duration, any conditions to be observed during that period, and the conditions for termination of the sanction.

The Dean of Students, or in a matter involving academic integrity, the dean of the appropriate School or College, may approve a negotiated sanction and may agree, but will not be required to agree, that such negotiated sanction not be entered on the student's permanent academic record. Such negotiated sanction may provide for the voluntary withdrawal by the student from the University or a program of the University or continuation under specified conditions and restrictions. Such negotiated sanctions are subject to review and final determination by the Vice President for Enrollment and Student Affairs or, in a matter involving academic integrity, the Provost.

### **A. Major Sanctions**

1. Expulsion from the University or a program of the University.
2. Suspension from the University or a program of the University for a specific length of time.
3. Deferred suspension from the University or a program of the University.
4. Denial of credit, grade, or honors; denial of graduation, diploma, or degree; deferral of graduation, diploma, or degree for a specific period of time; imposition of a grade of failure for any course or program of the University; revocation and withdrawal of credit, grade, honors, diploma, or degree previously credited, awarded, or conferred.

### **B. Other Sanctions**

1. Residence expulsion.
2. Residence suspension for a specific length of time.



3. Deferred residence expulsion (with or without relocation to a different residence location).
4. Disciplinary probation. Disciplinary probation may involve counseling with faculty or administrative staff; restriction of student privileges; prohibitions against participation in University activities or events, including athletic or non-athletic activities; and prohibitions against holding office or participating in student organizations or residence, School, or College organizations or activities.
5. Residence probation. Residence probation may involve periodic meetings with a member of the residence staff and/or restriction of specific residence privileges.
6. Disciplinary reprimand or warning.
7. Restitution. The student will reimburse the University and/or other appropriate party for damage to or loss of property or for costs or expenses incurred by the University or other party. Restitution will be made at full cost of replacement or repair, and other expenses.
8. Fine. A fine will not exceed two thousand five hundred dollars (\$2,500).
9. Impounding of prohibited materials or equipment used in violation of the code. The University may impound materials specifically prohibited by law or the rules and regulations of the University; the University may impound equipment utilized in a dangerous manner or in violation of the rules and regulations of the University. The sanction may provide that once equipment is impounded, the student will lose all further privileges of use or possession of such equipment or similar equipment on University property permanently or for a stated period of time.

### **C. Interim Sanctions**

If, in the judgment of the Dean of Students, the health, safety, or welfare of the University community or the preservation of academic integrity requires action prior to the final determination, the Dean of Students may impose an interim sanction, including suspension from the University, or the imposition of specific conditions or restrictions on the student. If such sanctions are imposed prior to his or her having received notification of the complaint, the student will be given the opportunity to respond to the complaint within one day. The continuation, modification, or rescission of an interim sanction will rest in the discretion of the Dean of Students. The student may appeal an interim sanction imposed by the Dean of Students to the Vice President for Enrollment and Student Affairs in accordance with the appeal procedures provided in Section V of this code. The decision of the Vice President will be final.

## **VII. DISCIPLINARY RECORDS, READMISSION AND TRANSFER OF CREDITS**

### **A. Disciplinary Records**

A sanction of expulsion or suspension from the University or a program of the University and any sanction resulting from academic misconduct, other than an interim sanction, will be entered on the student's permanent record unless this provision is waived by the Dean of Students and the Vice President for Enrollment and Student Affairs concurs, or, in a case of academic misconduct, the dean of the appropriate School or College and the Provost concur.

The University Registrar will be informed of all sanctions involving suspension or expulsion from the University or from a program of the University, and no student will be permitted to re-enroll in the University following such sanction unless he or she presents evidence to the Registrar of satisfaction of the sanction and of appropriate permission for re-enrollment.

### **B. Withdrawal and Readmission**

If a student voluntarily withdraws from the University or a program of the University while charges against him or her are pending, or as part of a negotiated settlement of such charges, this fact will be communicated to the University Registrar and the student will not be permitted to re-enroll unless he or she presents evidence that appropriate permission for re-enrollment has been obtained. Such permission shall be granted solely at the discretion of the Dean of Students or the Vice President for Enrollment and Student Affairs or, in the case of matters involving alleged academic misconduct, the Provost. If the student withdrew while charges against him or her were pending, permission for readmission will be granted only after the charges have been resolved.

If permission to re-enroll is not granted, the student may petition the Vice President for Enrollment and Student Affairs or, in the case of matters involving allegations of academic misconduct, the Provost, for permission, setting forth in his or her petition the relevant facts and the basis upon which the petition is made. The decision of the Vice President or Provost will be final.

Failure of a student to comply with a sanction or condition imposed or to obtain permission for re-enrollment in accordance with the above requirements may be a basis for denial of re-enrollment or may be deemed a violation of the Code of Student Responsibilities and may result in expulsion and denial of academic credit obtained during such period.

### **C. Policy on Transfer of Credits Earned During Suspension for Misconduct**

It is University policy that no progress can be made towards a degree during a period in which the student is suspended from the University for disciplinary reasons. The University will not accept for credit courses taken at another institution during any period in which a student has been suspended from Boston University for academic or for other misconduct under the code.

This policy does not apply automatically to cases in which a student is separated or suspended from the University because of academic deficiency. In such cases, it may be appropriate to permit, encourage, or even require that the student take courses at another institution with the possibility that that coursework will be accepted for credit by Boston University.

## **APPENDIX**

Specific violations of student responsibilities include but are not limited to:

1. Conduct in subversion of academic standards including but not limited to cheating on examinations; plagiarism in the preparation of written work or assignments; misrepresentation or falsification of data; theft of examinations; alteration, theft, or destruction of the academic work of other students; and alteration, theft, or destruction of academic records, library materials, laboratory materials, or other University equipment or property related to instructional matters or research.
2. The making of false statements, theft, destruction, alteration, or unauthorized possession or use of materials related to University documents including forging, transferring, altering, or otherwise misusing any student fee card, identification card, course registration materials, schedule card, or other document or record.
3. Obstruction or disruption of classes, research projects, or other activities or programs of the University or obstruction of access to University facilities, property, or programs.
4. Unauthorized presence in University premises, facilities, or on University property; unauthorized use or possession of University property, equipment, or keys.
5. Conduct in violation of University rules, regulations, and standards as established for the University, the Schools, Colleges, and programs of the University, University facilities, and the residences.
6. Physical or verbal abuse, or assault or the threat of assault to other persons.
7. Sexual assault, abuse, or harassment of others.
8. Hazing.
9. Theft, vandalism, damage, destruction, or defacement of University property or the property of others.
10. Behavior that endangers the safety of oneself or others, including but not limited to possession and/or use of firearms, fireworks, dangerous weapons, or hazardous chemicals except where expressly permitted under conditions approved by the University; illegal, unsafe, or improper use of a motor vehicle, motorcycle, motorized bicycle, or bicycle.
11. Possession, use, sale, or transfer of drugs or narcotics without medical authorization.
12. False reporting of emergency, including false reporting of bombs, fires, or other emergencies on University property or premises.

13. Failure to identify oneself upon the request of an appropriate University official or security officer, or failure to leave University premises upon such request. Identification may be required as a condition of entering or remaining upon University premises for the security of the University community.
14. Making excessive noise by any means, including but not limited to the use of sound reproduction equipment.
15. Failure to notify the University of change of address or failure to have current address on file with the University.
16. Conduct in violation of public law occurring within the University or occurring outside the University when that conduct affects the interests of the University or the standards of the University community.
17. Violation of University policy and rules and/or the laws of the Commonwealth of Massachusetts regarding possession or consumption of alcoholic beverages.

## **BOSTON UNIVERSITY LIFEBOOK (<http://www.bu.edu/dos/policies/lifebook/>)**

Students should familiarize themselves with the policies contained in Boston University Lifebook, which covers BU's nonacademic policies—everything from the rules of the residences and replacing a Terrier Card to your privacy rights and records, as well as BU's policies related to alcohol, hazing, weapons, and sexual misconduct. Policies covered by the Lifebook include:

1. **Alcohol & Illegal Substances.** BU complies with state and federal law, but we have our own policy for students too
2. **Animals on Campus.** Pets, service animals, and more
3. **Campus Parking Permits.** Where to get a permit and penalties for falsifying one
4. **Computing Ethics & Conditions of Use.** Rules for using our computing facilities
5. **Firearms & Dangerous Substances.** From guns and flammable liquids to mace and pepper spray
6. **Grievance & Complaint Procedures.** Covering general grievances, cases of discrimination or harassment, and disability discrimination
7. **Hazing Prevention & Reporting.** Details for what constitutes hazing and what to do if it happens
8. **Jury Service.** The benefits of serving and how to arrange missed classes and more if you're called up
9. **Publications.** Everything from student opinion journals to school newsletters and brochures
10. **Records.** Address changes, disciplinary records, and your privacy rights (FERPA)
11. **Residential Policies.** Everything a BU resident needs to know, from what's allowed in our halls to what we expect of you
12. **Residential Conduct & the Judicial Process.** If a rule is broken or an investigation found necessary, here's how it plays
13. **Suspension & Credit.** Rules for credit taken outside BU while suspended
14. **Terrier Card (BU ID).** Where to get yours and how to replace one
15. **Tolerance & Religion.** Showing respect for the beliefs of others is part of BU life
16. **Sexual Misconduct Policies.** What we define as sexual misconduct, and how to prevent and eliminate any such behavior.

## GUIDE TO THE LAW COMPLEX

### 1ST FLOOR

Robert T. Butler Atrium & Mandelbaum Lounge  
Barristers Hall (108)  
Student Government Association Office (105)

### 2ND FLOOR

McCausland Commons  
Fineman & Pappas Law Libraries  
Seminar Rooms (203, 204)

### 3RD FLOOR

Fineman Law Library  
Quiet Reading Room (332)  
MyPrint/Copy Center (325)

### 4TH FLOOR

8 Classrooms  
Student Organizations Suite (401)  
*Public Interest Law Journal* (402)  
*International Law Journal* (405)  
*Journal of Science & Technology Law* (406)  
Group Study Rooms

### 5TH FLOOR

Registrar (502)  
Student Affairs (503)  
Transactional Law Seminar & Breakout Rooms  
Courtrooms  
IT Help Center (504)  
Professional Practice Seminar Rooms

### 6TH-7TH FLOORS

Practice Courtrooms & Classroom

### 8TH FLOOR

American Law Program/Graduate & International Programs (802)  
Graduate Tax/Banking & Financial Law Programs (804)  
Legal English/ 2-Year LLM Programs (802)  
LL.M. Career Advisor (804)

### 9TH FLOOR

*Review of Banking & Financial Law* (905)  
JD Career Development and Public Service Office (902)

### 10TH FLOOR

Communications & Marketing (1003)  
Legal Writing & Appellate Advocacy Program (1005)  
Graduate Student Lounge (1002)

### 11TH FLOOR

Dean's Office (1102)  
Development & Alumni Relations (1104)

### 12TH FLOOR

JD Admissions & Financial Aid (1202)  
Emeritus Faculty and Adjunct Faculty

### 13TH FLOOR

Clinical Programs & Faculty

### 14TH-16TH FLOORS

JD Faculty Offices

### 17TH FLOOR

*Boston University Law Review* (1701)  
*American Journal of Law & Medicine* (1702)  
American Society of Law, Medicine & Ethics (1704)

## LAW SCHOOL ROOM LISTINGS AND TELEPHONE NUMBERS

	<u>Room Number</u>	<u>Phone Number</u>
Admissions (JD)	1202	617-353-3100
Alumni Center	1104	617-353-3118
Audio/Video	504	617-353-3162
Associate Dean, Student Affairs	503	617-358-1800
Associate Dean, Academic Affairs	1404D	617-353-3142
Career Development (JD)	902	617-353-3141
Clinical Programs	1302	617-353-3131
Communications & Marketing	1003	617-353-8011
Dean's Office	1102	617-353-3112
Legal English Program/Two-Year LLM	802	617-358-6162
Finance and Administration	1102	617-353-3171
Financial Aid	1202	617-353-3160
Graduate and International Programs	802	617-353-5323
Graduate Program in Banking & Financial Law	804	617-353-3023
Graduate Tax Program	804	617-353-3105
Journals		
American Journal of Law & Medicine	1702	
International Law Journal	405	
Journal of Science & Technology Law	406	
Law Review	1701	
Public Interest Law Journal	405	
Review of Banking and Financial Law	905	
Legal Writing and Appellate Advocacy Program	1005	617-353-3107
Legislation Clinics	1303	617-353-3140
Library	2 <sup>nd</sup> & 3 <sup>rd</sup> floors	617-353-3151
Reference & Circulation	206	617-353-3151
Technical Services	301-307	617-353-4790
Annex Library	Annex	617-353-2848
Director	304	617-353-8870
Associate Director	306	617-353-3151
Reference Librarians	319-323	617-353-3151
LL.M. Career Development	804	617-353-1301
Registrar	502	617-353-3115
Student Government Association	1 <sup>st</sup> floor	617-353-3095
Systems & Technology (Help desk)	504	617-358-5555

A complete department listing and staff directory can be found on the BU Law website.

## SELECT BOSTON UNIVERSITY OFFICES AND TELEPHONE NUMBERS

	<u>Location</u>	<u>Phone Number</u>
Barnes & Noble at B.U.	910 Beacon St.	617-267-8484
Campus Shop at GSU	910 Commonwealth Ave.	617-353-3680
Chaplains	735 Commonwealth Ave.	617-353-3560
Disability Services Office	25 Buick Street	617-353-3658
Financial Assistance	881 Commonwealth Ave.	617-353-2965
Fitness & Recreation Center	915 Commonwealth Ave.	617-353-2748
George Sherman Union (Information)	771 Commonwealth Ave.	617-353-2921
IT Help Center	179 Amory Street.	617-353-4357
Mugar Memorial Library	771 Commonwealth Ave.	617-353-3708
Parking Services	1019 Commonwealth Ave.	617-353-2160
Police (Campus)	32 Harry Agganis Way	617-353-2121
Emergencies only		617-353-2110
All other Business-Information		617-353-2110
Registrar (Boston Univ.)	881 Commonwealth Ave. (2nd Flr.)	617-353-3612
Student Accounting Services	25 Buick Street, 1 <sup>st</sup> floor	617-353-2264
Student Activities Office	1 University Road	617-353-3635
Student Employment Office	881 Commonwealth Ave. (2nd Flr)	617-353-3594
Student Health Services:		
Clinic	881 Commonwealth Ave.	617-353-3575
Behavioral Health Clinic		617-353-3569
Emergency Assistance		617-353-3578
Veterans' Services & Dependent Benefits	881 Commonwealth Ave. (5th Flr)	617-353-2390
Work-Study Office	881 Commonwealth Ave. (2 <sup>nd</sup> Flr)	617-353-3596

## EMERGENCY TELEPHONE NUMBERS

### Police

Boston University (emergencies only)	617-353-2121
- all other business and information	617-353-2110
City of Boston	911 or 617-343-4200
Brookline	911 or 617-730-2222

### Fire

Boston University	617-353-2121
Boston, Brookline, Cambridge	911

### Health

Student Health Services	617-353-3575
Mental Health Clinic	617-353-3569
Crisis Intervention Counselor	617-353-3569
-Nights and Weekends	617-353-2121
Boston Area Rape Crisis Hotline	617-492-7273
University Chaplain	617-353-3560

### Boston University Switchboard

8:00 am to 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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## Legal English Certificate & Two-Year LLM Program

Boston University School of Law  
765 Commonwealth Avenue  
Room 802  
Boston, MA 02215

Phone: 617.353.1583

[Email: gradint@bu.edu](mailto:gradint@bu.edu)

<https://www.bu.edu/law/academics/llm-masters-degrees/two-year-llm-program/>

