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# **STUDENT HANDBOOK**

**NORTHERN ILLINOIS UNIVERSITY  
COLLEGE OF LAW**

**August 2011**

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## **Introduction**

The purpose of the College of Law Handbook is two-fold: to inform you about the important policies and procedures of the law school; and to provide you with reference information and answers to the most commonly asked questions posed by new and returning students as they progress through law school.

Students are presumed to know and understand all of the law school's policies and procedures included in the handbook and as modified throughout the school year. The policies and procedures are subject to change at any time and any changes will be emailed to students and posted on the law school's website at [www.niu.edu/law](http://www.niu.edu/law).

In rare instances there are special circumstances that might require a waiver of a requirement or a general school policy. Students should speak with the Associate Dean for Student Services about such a circumstance and although it is unusual for such a waiver to be granted, it may be allowed.

To seek a waiver of any rule, policy, or procedure in the Handbook or any other official College or University document, a student should submit a written petition to the Associate Dean for Student Services for a decision according to regular and established policies of the College of Law. If the petition deals with a subject that is not within the Associate Dean's jurisdiction, the Associate Dean will refer the petition to the appropriate official, committee, or body for action. Students wishing to appeal a decision of the Associate Dean with respect to such a petition may submit a written appeal to the Office of the Dean.

Jennifer L. Rosato  
Dean and Professor

## Welcome

Welcome to what may be the most exciting and important time in your legal career. While in law school, you will address the great issues of justice, liberty, equality, and fairness. In short, you will encounter some of the most fundamental questions confronting our society today.

Treat your time here as special--because it is. Set high standards for yourself. Prepare for class seriously, just as you would for a case in court. Treat your classmates as colleagues--your extraordinary peer group will stimulate you. The student body at NIU is a diverse and talented group of men and women. Learn from one another, teach each other, and appreciate each other.

Do not forget those less fortunate than you. The law serves all of society, not just those who have prospered. As you find opportunities here to help others, seize those opportunities.

On behalf of the administration of the College of Law, I encourage you to enjoy using your talents to achieve your personal goals and create a better society through the study and practice of law. I look forward to working with you in realizing your full potential throughout your journey.

Lenny Mandell  
Associate Dean for Student Services

## **ACADEMIC CALENDAR, 2011-2012**

### **Fall Semester 2011**

August 8, Monday	Orientation begins for first year students
August 15, Monday	Law Classes begin
September 5, Monday	Labor Day (University closed)
November 22, Tuesday	Last Day of classes
November 23, Wednesday	Thanksgiving recess begins
Nov. 28 – Nov. 30, Monday-Wednesday	Reading Period
December 1-16, Thursday-Friday	Final Examinations

### **Spring Semester 2012**

January 16, Monday	Martin Luther King Jr's Birthday (University Closed)
January 17, Tuesday	Classes begin
March 10-18, Saturday-Sunday	Spring Recess
March 19, Monday	Classes resume
April 30, Monday	Last day of classes
May 1-3, Tuesday-Thursday	Reading Period
May 4-May 18, Friday-Friday	Final Examinations
May 26, Saturday	Graduation

## TENTATIVE ACADEMIC CALENDAR, 2012-2013

### Fall Semester 2012

August 13, Monday	Orientation begins for first year students
August 20, Monday	Law Classes begin
September 3, Monday	Labor Day (University closed)
November 21, Wednesday	Thanksgiving recess begins
November 26, Monday	Classes Resume
November 30, Friday	Last Day of Classes
Dec 3 -- 5, Monday-Wednesday	Reading Period
December 6 -- 21, Thursday-Friday	Final Examinations

### Spring Semester 2013

January 14, Monday	Classes Begin
January 21, Monday	Martin Luther King Jr's Birthday (University Closed)
March 9 -- 17, Saturday-Sunday	Spring Recess
March 18, Monday	Classes resume
April 29, Monday	Last day of classes
April 30 – May 2, Tuesday-Thursday	Reading Period
May 3 --May 17, Friday-Friday	Final Examinations
May 25, Saturday	Graduation

\*Reading periods may be shortened to ensure equitable scheduling of final examinations.

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## **I. LAW SCHOOL ADMINISTRATION**

The following section describes the offices within the College of Law, and includes contact information for the administrative staff so that students can find the appropriate office to address a question or concern. The faculty of the College of Law makes policy decisions relating to the academic mission of the College of Law: much of the work in this area occurs through committees including Academic Standing, Admissions, Appointments, Bench and Bar, Budget, Curriculum, Faculty Development, and Library.

### **OFFICE OF THE DEAN**

The Office of the Dean, which is headed by the Dean and the Associate Dean, is responsible to the law faculty, the President, the Provost, and the Board of Trustees of the University for the management of the College of Law. The Associate Dean for Student Services aids them in the execution of their responsibilities.

The duties of the Office of the Dean include the following: administration of the College of Law; implementation of Law School and University policies; compliance with legal accreditation requirements; coordination of strategic planning; budget preparation and administration; support of faculty research efforts; staff assistance for faculty committees; teaching assignments; modification of the Honor Code; imposition of sanctions under the Honor Code; maintenance and improvement of the physical facilities; and fundraising. The Office of the Dean also serves as the principal liaison with the University's administration and the Board of Visitors; the American Bar Association and other national, regional, and local bar associations and the Association of American Law Schools.

The Office of the Dean also sends notification to students who have been dismissed for failure to meet the academic standards of the College of Law and acts on recommendations made by the Academic Standing Committee on petitions for re-admission submitted by such students.

Contact:	Dean Jennifer L. Rosato SP Room 270	Phone: 815-753-0280 Email: <a href="mailto:jrosato@niu.edu">jrosato@niu.edu</a>
	Office Administrator Tita Kaus SP Room 270	Phone: 815-753-1068 Email: <a href="mailto:tkaus@niu.edu">tkaus@niu.edu</a>

### **OFFICE OF THE ASSOCIATE DEAN**

The Associate Dean is responsible for the College of Law academic matters, as well as the class and examination scheduling. This office also handles directed research and credit for courses from other graduate school departments.

Contact:	Associate Dean David Gaebler SP Room 195B	Phone: 815-753-1060 Email: <a href="mailto:dgaebler@niu.edu">dgaebler@niu.edu</a>
	Office Support Specialist LeAnn Baie SP Room 190	Phone: 815-753-0618 Email: <a href="mailto:lbaie@niu.edu">lbaie@niu.edu</a>

## **OFFICE OF THE ASSOCIATE DEAN FOR STUDENT SERVICES**

The Office of the Associate Dean for Student Services acts as a liaison between students and the administration on a wide range of matters pertaining to the student body. The Associate Dean for Student Services is available to assist the students in the College of Law. Students with academic or personal problems are encouraged to seek counseling from this office.

The Office of the Associate Dean for Student Services acts upon student requests for approved class absences, withdrawals, and departures from prescribed academic workloads. The Associate Dean for Student Services serves as principal contact person for all students with disabilities enrolled at the College of Law.

The Office receives requests from students who seek permission to enroll for credit at other law schools including requests to participate in Study Abroad Programs sponsored by other law schools.

Similarly, the Office receives and either acts upon or transmits to the appropriate authority petitions from students seeking waivers of rules, policies, and procedures stated in the College of Law Handbook and any other material.

The Office of the Associate Dean for Student Services performs a preliminary inquiry into possible violations of the Honor Code which come to its attention, or which are referred to it by other offices, by faculty members, or by students.

Contact: Associate Dean for Student Services Lenny Mandell  
SP Room 181

Phone: 815-753-1069  
Email: [lmandell@niu.edu](mailto:lmandell@niu.edu)

Office Manager Barbara Manning  
SP Room 172A

Phone: 815-753-9488  
Email: [bmanning@niu.edu](mailto:bmanning@niu.edu)

## **OFFICE OF THE DIRECTOR OF CAREER OPPORTUNITIES AND DEVELOPMENT**

The College of Law, through its Career Opportunities Office, is committed to helping students find permanent employment, as well as summer clerkships. Although students retain primary responsibility for their job searches, Career Opportunities is available to assist them in this endeavor. The Office helps students develop and define their career goals, informs them of available career opportunities, and aids them in reaching their objectives.

To assist students in identifying career opportunities, the Career Opportunities Office provides extensive counseling. The Office also conducts an On-Campus Interview (OCI) Program, in which law firms, corporations, and governmental agencies interview students. For prospective employers unable to conduct on-campus interviews, the Office maintains resume referral and direct contact services.

The Office also receives notices of job openings from employers. The positions are posted to the College of Law's online Job Bulletin.

You may access the Job Bulletin at: <http://www.niu.edu/its/asp2/JobBulletin/LoginJob.aspx> Call the Career Opportunities Office for the password at 815-753-0589.

Law school involvement in state and national consortia and job fairs, as well as local, state and national bar associations expands student career opportunities, providing exposure to hundreds of employers from law firms, governmental agencies, and corporations throughout the nation. The Office also distributes information for admittance to the Bar.

To increase students' awareness of different areas of law and the opportunities that exist in law-related careers, the Career Opportunities Office provides exposure to the full range of jobs available in law and related professions. The Office hosts informal on-campus workshops at which practitioners and faculty members discuss different fields of practice, judicial clerkships, government jobs, business careers for law graduates, and public interest career options. The Career Opportunities Office and College of Law Alumni Association work together to channel new graduates into existing alumni networks across the country. The Office also maintains a resource library, which students are encouraged to use for reading about alternative career opportunities and for researching law firms, various geographic areas and prospective employers of all kinds. Computer databases for career information are also available at two terminals in the Resource Room.

The Career Opportunities Office sponsors workshops and informal lectures to help students develop job search skills in resume writing and interviewing.

Contact: Director of Development & Career Opportunities  
Greg Anderson  
SP Room 280

Phone: 815-753-9604  
Email: [ganderson@niu.edu](mailto:ganderson@niu.edu)

Office Manager TBD  
SP Room 280

Phone: 815-753-0589  
Email:

## **OFFICE OF THE DIRECTOR OF ALUMNI EVENTS AND PUBLIC RELATIONS**

The Office of Alumni Events and Public Relations is responsible for maintaining and strengthening relationships with all alumni/ae of the College of Law and for guiding current students and new graduates into active participation in college activities as they become alums. All graduates of the college are members of the Northern Illinois University College of Law Alumni Association. The Association's Alumni Council expands the interests of its alums through receptions and other events held throughout the state and takes part in important functions such as the visits and events of our Board of Visitors.

The public relations function of the office furthers interest in, raises awareness of, and increases commitment to the NIU College of Law by its faculty, staff, students, alumni/ae, and the public it serves. To enhance the public image of the college, the office releases information to the media on faculty achievements, student honors and awards, and the activities of various committees and organizations of the college. Students are encouraged to stop by the office with newsworthy information on student activities and awards, both before and after the event.

The Office also provides opportunities for educational and professional development by making available the expertise of the college's own faculty and of visiting faculty and dignitaries through legal symposia, conferences, and seminars. Several such programs are held annually, including the law review symposium, and the Francis X. Riley Lecture Series on Professionalism. The Office invites the United States Courts of Appeals for the Seventh Circuit and the Illinois Appellate Court (Second District) to hold sessions in the Riley Courtroom every year.

Melody Mitchell, Director of Alumni Events and Public Relations, serves as liaison for the College of Law Board of Visitors, a group of distinguished judges, attorneys, academics, alumni/ae, and corporate executives who meet each spring at the college.

Contact:        Director of Alumni Events & Public Relations  
                    Melody Mitchell  
                    SP Room 285

Phone: 815-753-1027  
Email: [mmitchell@niu.edu](mailto:mmitchell@niu.edu)

                    Asst. Director of Alumni Events & Public Relations  
                    Jacob Imm  
                    SP Room 356

Phone: 815-753-9486  
Email: [jimm@niu.edu](mailto:jimm@niu.edu)

## **OFFICE OF THE DIRECTOR OF ADMISSIONS AND FINANCIAL AID**

The Admissions and Financial Aid Office assists current students in obtaining funds to meet their educational costs and living expenses while in the College of Law. The College of Law participates in all Title IV programs available at the graduate and professional level. These include the Direct Federal Stafford Loans, (Subsidized and Unsubsidized) for students, and Federal Work-Study programs.

All financial aid forms are available online at [www.fafsa.org](http://www.fafsa.org). Valuable advice on procedures is available online at [www.fa.niu.edu](http://www.fa.niu.edu).

Contact: Director of Admissions & Fin. Aid Sarah Scarpelli  
SP Room 151

Phone: 815-753-1109  
Email: [sscarpelli@niu.edu](mailto:sscarpelli@niu.edu)

Admissions Record Specialist  
Alexandra Chapman  
SP Room 151

Phone: 815-753-8595  
Email: [achapman1@niu.edu](mailto:achapman1@niu.edu)

## **OFFICE OF THE DIRECTOR OF BUDGET AND RECORDS**

The Office of Budget & Records serves a dual role as the Office of the Registrar and the Business Office.

As the Office of the Registrar, it is the custodian of matriculated law student records and files. It is responsible for the posting of class offerings and grades in MyNIU and the registration and withdrawal of law students. The Office of the Registrar administers class rankings, honors, and the audit for degree candidacy for graduation. It is responsible for the dissemination of information to external agencies such as the American Bar Association (ABA), the Illinois Supreme Court for 711 licenses, and state boards of bar examiners.

As the Business Office, it is the custodian of all revenue and expenses associated with the College of Law. It is responsible for the submission of all purchasing and invoicing paperwork, as well as financial statistics. The Business Office also coordinates the preparation and submission of the annual ABA Questionnaire and US News and World Report Survey.

Contact: Director of Budget & Records Christina Raguse  
SP Room 276

Phone: 815-753-6580  
Email: [craguse@niu.edu](mailto:craguse@niu.edu)

Office Manager Julie Mahoney-Krzyzek  
SP Room 276

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## II. ACADEMIC REGULATIONS AND POLICIES AND STUDENT CONDUCT

As prospective attorneys, law students are expected to adhere to the highest ethical standards. Specific rules of conduct govern students at the College of Law, and have implications for character and fitness upon application to the bar.

### COLLEGE OF LAW RULE OF PROFESSIONAL CONDUCT

**It is professional misconduct for a member of the law school to (1) engage in conduct involving dishonesty, fraud, deceit, or misrepresentation; or (2) engage in conduct that is proscribed by law and that reflects adversely on the member's honesty, trustworthiness, or fitness to practice law in other respects.**

#### **Comment:**

The College of Law is an academic and professional institution integrally connected to the academic community of Northern Illinois University and closely tied to the organized profession of law. The members of the College, faculty, and students have adopted this Rule of Professional Conduct to recognize within the College the academic and professional values of the larger communities of which we are a part. The Rule is a mandatory rule of conduct, violations of which may subject a member to appropriate sanctions. Mindful that no rules of conduct are completely self executing, all members of the College community should give serious attention not only to their individual obligations to comply with the Rule, but also to their collective responsibility for ensuring compliance and initiating any necessary enforcement.

With respect to the substantive content of the mandatory rule, Clause One incorporates the general professional rule on honesty and trustworthiness as well as a prohibition of all forms of academic misconduct. Without limiting the reach of the foregoing, academic misconduct includes plagiarism, unauthorized collaboration, the use of unauthorized material in connection with any paper or examination, misuse of materials, to include the secreting of library resources or the unauthorized use of library resources such as computerized research facilities, and other forms of academic misconduct. Other forms of dishonest conduct beyond what is usually thought of as academic would include, for example, misrepresentation in law school admissions proceedings or misrepresentations in connection with seeking professional employment.

Beyond dishonesty and academic misconduct, society has identified other conduct that interferes with community needs and may violate the dignity and rights of other people. Clause Two addresses such conduct, although the reference is to the proscribed behavior as such, and does not presuppose any formal adjudication of criminality or illegality. While members of the College are, of course, personally answerable to the entire criminal law, they are professionally answerable within the College only for conduct that indicates lack of those characteristics relevant to membership in this academic and professional community—"fitness to practice law" in this formulation. Certain kinds of conduct may be offensive to some, but may only reflect immaturity, inappropriate responses to the pressures of professional education, or simply the diversity of ages and background of community members. When combined with legally proscribed conduct, however, such as destruction of property or harassing use of the telephone or the mails, and when engaged in with disregard for the dignity and rights of others, such conduct may raise serious questions of professional character, fitness, and continued membership in the academic and professional community, questions appropriate for a community response. On the other hand, some criminalized conduct raises no direct implication of dishonesty, disregard for individual

dignity and rights, or fitness to practice law in other respects and is, accordingly, not appropriate for community sanction. This part of the Rule seeks to limit sanctions to conduct directly relevant to the College's academic and professional goals.

The Rule, like all rules, is one of reason. It should be interpreted and applied in light of this Comment, which is an integral part of the Rule, and in view of the Rule and Comment's purpose--the maintenance and development of a thriving academic and professional community. Sanctions and procedures for enforcement raise separate questions not addressed by the Rule. Further, it is noted that conduct in violation of this Rule may also violate other rules, such as those embodied in the Judicial Code of Northern Illinois and law generally. Likewise, some conduct not covered by this Rule may be covered by the University Judicial Code or other law. While a certain emphasis on questions of deviations from the Rule is inevitable, the larger spirit behind the Rule should always be kept in mind: namely, the creation at the College of a community of scholars and lawyers committed to the best traditions and values of academic pursuits and the profession of law.

### **CONTINUING OBLIGATION TO DISCLOSE INFORMATION**

In addition to the above policies, all students are reminded that in order to comply with state bar examiners' character and fitness requirements for admission to the bar, all students attending the College of Law have a continuing obligation to disclose immediately any and all circumstances and events occurring after the date of submission of their application until the date of their graduation which may bear on their character and fitness to join the Bar. This includes, but is not limited to, the four questions listed below that are asked on the College of Law application for admission.

1. Have you ever been subjected to dismissal, suspension, probation, or other disciplinary or academic sanction by any college, university, professional school, or professional association?
2. In a paid or volunteer employment setting, have you ever been accused of misconduct, disciplined, permitted to resign in lieu of discipline or discharge, discharged or permitted or requested, formally or informally, to resign from or terminate employment?
3. Have you ever, including when you were a juvenile, been formally or informally detained, restrained, cited, summoned into court, taken into custody, arrested, accused, convicted, placed on probation, placed on supervision, or forfeited collateral in connection with any offense against the law or an ordinance, or accused of committing a delinquent act?
4. Have you ever been charged with a traffic violation involving felonious conduct or the use of or possession of alcohol or drugs which resulted in time spent in custody, a fine of \$200 or more, or the revocation or suspension of your driver's license?

These disclosures should be made in writing to the Associate Dean for Student Services.

### **STUDENT'S AUTHORSHIP OF WRITTEN WORK**

A student's submission of written work is deemed to certify his or her exclusive authorship without any assistance not specifically authorized by the professor. Any piece of student work may earn credit in only one course, unless submission in more than one course is approved by all instructors involved.

# PROCEDURAL GUIDELINES FOR ENFORCING THE NIU-COL RULE OF PROFESSIONAL CONDUCT

## DISCIPLINARY PROCEDURE

### I. Academic or other Professional Misconduct by a Student in a Course or Co-Curricular Activity.

*If a member of the College of Law has reasonable grounds to believe that academic or other Professional Misconduct has occurred in a course or co-curricular activity, the member must report that fact to the faculty member teaching the course or supervising the activity or the Associate Dean of Student Services.*

- A. If a faculty member has reasonable grounds to believe that a student has committed academic or other professional misconduct, the faculty member must request a review of the matter by the Associate Dean for Student Services. If a review is requested, the Associate Dean for Student Services shall investigate and make a decision as to whether misconduct, as defined in the Rule of Professional Conduct (Rule), has occurred and what the sanction, if any, should be.
- B. If both the student and the relevant faculty member teaching or supervising the student when the alleged misconduct occurred agree with the Associate Dean's decision that no sanction be imposed, the Associate Dean for Student Services reports the decision informally to the Dean but no report is placed in the student's official record at the College. If all parties agree to the decision but sanctions are imposed, the Associate Dean for Student Services reports the decision to the Dean and the report is placed in the student's record, with a copy to the student and the faculty member involved.
- C. In the event the matter cannot be resolved to the satisfaction of either the student or the faculty member following the Associate Dean for Student Services' decision, the matter will go before the Dean for a decision.
- D. If the matter cannot be resolved to the satisfaction of either the student or the faculty member following the Dean's review of the matter, either party may request a hearing before the NIU College of Law Disciplinary Committee (Committee). See III *infra*.

### II. Academic or other Professional Misconduct by a Student Occurring Outside a Course or Co-Curricular Activity.

*If a member of the College of Law has reasonable grounds to believe that academic or other Professional Misconduct has occurred outside of a course or co-curricular activity, the member must report that fact to the Associate Dean for Student Services.*

- A. Upon receiving such a report of academic or other professional misconduct the Associate Dean for Student Services shall investigate and make a decision regarding the matter.
- B. If all relevant parties agree to the decision that no sanction be imposed, the Associate Dean for Student Services reports the decision informally to the Dean but no report is placed in the

student's record. If all parties agree to the decision but sanctions are imposed, the Associate Dean for Student Services reports the decision to the Dean and the report is placed in the student's record, with a copy to the student(s) and any other relevant parties.

- C. In the event the matter cannot be resolved to the satisfaction of either the student or the complaining party following the Associate Dean for Student Services' decision, the matter will go before the Dean for a decision.
- D. If the matter cannot be resolved to the satisfaction of either the student or the complaining party, following the Dean's review of the matter, either party may request a hearing before the Committee. See III *infra*.

### **III. Academic or Other Professional Misconduct Hearing Process**

- A. In the event a hearing is requested, that request must be presented, in writing, to the Chair of the Committee. This request must be submitted within ten (10) calendar days of being notified of the final decision of the Dean.
- B. Within ten (10) days of receipt of a written request for a hearing, the Committee Chair shall decide upon a date and time for the hearing and provide written notice to all relevant parties and the Dean.
- C. The College of Law Faculty, Library Faculty, Legal Writing Instructors, and Clinical Faculty are eligible to serve on the Disciplinary Committee. Each year, when new committees are appointed for the academic year, the Dean will select three (3) faculty and two (2) student members of the Committee as well as two (2) alternate faculty members. The Dean will designate one member of the Committee as the Chair.
- D. Any Committee members may recuse themselves and Committee members directly involved in the matter must do so. Following any such recusal, the Dean shall select alternate members to serve on the Committee for purposes of the hearing.
- E. The hearing shall be closed to all but the Committee members, the student(s), and the faculty member/complaining party. The Committee may request witnesses for statements and questioning but such witnesses may be present only while testifying.
- F. The person requesting the hearing bears the burden of production of evidence and persuasion of the Committee. No formal rules of evidence apply to the hearing process and the Committee may decide for itself any questions of relevance and the scope of its inquiry.
- G. Within ten (10) calendar days following the conclusion of the hearing, the Committee Chair shall issue the Committee's written decision as to whether misconduct, as defined in the Rule, has occurred and what the sanction, if any, should be.
- H. The decision will be sent to the student and the faculty member/complaining party via email and first-class mail and to the Associate Dean for Student Services and the Dean via email.

- I. All information regarding any hearing is to be kept confidential.
- J. The Committee decision is final.

## **PROCEDURE RELATING TO MISCONDUCT NOT GOVERNED BY THE NIU COLLEGE OF LAW RULE OF PROFESSIONAL CONDUCT**

Any misconduct not covered by the College's Rule of Professional Conduct (academic and other professional misconduct) but subject to the University's Code of Judicial Conduct should be reported to the Associate Dean for Student Services, who may refer the matter to the University's Office of Community Standards and Student Conduct.

### **ATTENDANCE**

Regular and punctual attendance is required in all classes. Faculty members shall impose sanctions on any student or students who miss more than 20 percent of the classes in any given course. Such sanctions may include - but are not limited to -- grade reductions, exclusion from the final exam with an automatic grade of "F," or withdrawal from the course with a grade of "W." Individual faculty members may impose more rigorous attendance policies (e.g., students may miss no more than 10 percent of the classes in a course or students may miss no more than one class in a course) and impose appropriate sanctions for failure to comply, provided notice of the more rigorous requirement is given to the students in the course syllabus at the beginning of the semester. The Dean's Office shall ensure that the attendance policies are enforced appropriately and its determination is final.

University policy recognizes that on occasion examinations or other scheduled academic activities may conflict with religious observances of some members of the academic community, and accordingly encourages the instructional and administrative staff to make reasonable accommodations to minimize the resulting difficulties for individuals concerned. Students faced with such conflicts should notify the appropriate instructor or administrative area as much in advance of the examination or other activity creating the conflict as possible. Students believing that they have been unreasonably denied an educational benefit due to their religious beliefs or practices may bring the matter to the attention of the department chair for resolution; if for any reason this route would not be appropriate, the matter may be brought to the college dean or dean's designee.

### **USE OF ELECTRONIC EQUIPMENT IN THE CLASSROOM**

The use of any electronic equipment by students during class (including, without limitation, laptops, cell phones, MP3 players, PDAs, and any type of recording equipment) is allowed solely at the discretion of and under the terms set by the instructor. Moreover, advance permission always is required for the recording of any class session. When the use of laptops is permitted in the classroom, students should be aware of the University's Acceptable Use Policy, which can be found at: <http://www.its.niu.edu/aup/>. Furthermore, students are cautioned that any use in class for non-class purposes can be distracting to others and subject the offending student to sanctions from the instructor and, in appropriate cases, academic discipline from the College and University.

## **NORTHERN ILLINOIS UNIVERSITY ACCEPTABLE COMPUTER USE POLICY**

Please see the NIU website for acceptable guidelines on computer use at: <http://www.its.niu.edu/aup/>

## **NORTHERN ILLINOIS UNIVERSITY ELECTRONIC MAIL (E-MAIL) POLICY**

Please see the NIU website for acceptable guidelines on e-mail use at:

[http://www.its.niu.edu/its/policies/email\\_pol.shtml](http://www.its.niu.edu/its/policies/email_pol.shtml)

## **SEXUAL HARASSMENT POLICY**

Policy Violation on the basis of Sexual Harassment – occurs when sexual behavior or requests for sexual favors:

- Are made either explicitly or implicitly a term or condition of employment or educational performance.
- Are made as the basis of employment or academic decisions affecting the individual as an employee or a student.
- Have the express purpose or effect of substantially interfering with an individual's work/academic performance or creates an intimidating, hostile or offensive working academic environment.
- The two types of sexual harassment are known as Quid Pro Quo and Hostile Environment and are defined below:

Quid Pro Quo – occurs when there is a demand for a sexual favor in exchange for some employment or academic benefit.

Hostile Environment – occurs when the harassing behavior unreasonably interferes with an employee or student's work or academic performance or creates a hostile, intimidating, or offensive work/academic environment.

In order for the conduct to be considered sexual harassment, the behavior must be:

- Unwanted or unwelcome;
- Sexual in nature or related to the sex or gender of the employee or student;
- Sufficiently severe or pervasive to alter the conditions of the recipient's employment or education.

Examples of sexual harassment in employment or education include, but are not limited to, uninvited sexual comments or innuendo, oral, written, or electronic communications that are sexually explicit in nature or sexually explicit questions, jokes, or anecdotes about gender-specific traits.

For more information regarding sexual harassment, please consult the **Sexual Harassment Prevention Policy** located in Appendix C of the Non Discrimination-Harassment Policy and Complaint Procedures located at <http://www.hr.niu.edu/go/SexualAssaultPolicy>

Center for Affirmative Action and Diversity Resources  
1515 W. Lincoln Highway  
DeKalb, IL 60115-2854  
815-753-1118

## **NONDISCRIMINATION POLICY**

Northern Illinois University is an equal opportunity/affirmative action institution and does not discriminate on the basis of race, color, religion, sex, age, marital status, national origin, disability, status based on the Victims' Economic Security and Safety Act (VESSA) or status as a disabled or Vietnam-era veteran. Further, the Constitution and Bylaws of Northern Illinois University provides for equal treatment regardless of political views or affiliation, and sexual orientation. Inquiries concerning application of Title IX, Section 504, and other statutes and regulations may be referred to the Affirmative Action and Diversity Resources Center, 1515 W. Lincoln Highway, DeKalb, IL 60115, telephone 815-753-1118. The College of Law believes that a diverse collegial environment best serves its educational and professional goals, and thus particularly encourages applications from members of traditionally underrepresented groups.

## **OFFICE OF THE OMBUDSMAN**

The Office of the Ombudsman provides members of the University community neutral and confidential assistance regarding concerns related to the University. Staff members of the office are prepared to provide information designed to address any concerns or grievances.

The services of the Ombudsman are available to every member of the University community--students, staff, and faculty. Any type of concern may be brought to the attention of this office: academic, financial, housing, consumer, work-related, or personal. The Ombudsman will listen to your concern, help you explore options, offer suggestions, and assist in the resolution of your concern. Mediation services, referral and direction to appropriate individuals and offices, and clarification of University policies and procedures are distinctive services of the office. All communications with the Office of the Ombudsman are held in strict confidence.

The Office of the Ombudsman is located on the 6th floor of the Holmes Student Center. Appointments may be made by calling 753-1414.

## **STUDENTS' LEGAL ASSISTANCE OFFICE**

The Students' Legal Assistance Office is located on the 1st floor, Room #120 of the Campus Life Building. Legal assistance is available to all full-time, tuition- and fee-paying Northern Illinois University students who are unable to afford private representation. For appointments and further information, call 753-1701.

### III. CURRICULUM

#### REQUIRED COURSES (Note 1)

##### *First Year*

Fall Semester		Spring Semester	
Legal Writing & Adv. 500	2.0	Legal Writing & Adv. 501	2.0
Contracts I 502	3.0	Contracts II 503	3.0
Civil Procedure I 506	2.0	Property 505	4.0
Torts 508	4.0	Civil Procedure II 507	3.0
Criminal Law 510	4.0	Basic Legal Research 512	1.0
Basic Legal Research 511	<u>1.0</u>	Constitutional Law I 550	<u>3.0</u>
Total Hours	16.0	Total Hours	16.0

##### *Second Year*

Fall Semester (Note 2)		Spring Semester (Notes 2,3)	
Constitutional Law II 600	3.0	Electives	<u>13-16</u>
Electives	<u>10-13</u>	Total hours	13-16
Total hours	13-16		

##### *Third Year*

Fall Semester (Notes 2 and 3)		Spring Semester (Note 2)	
Electives	<u>13-16</u>	Electives	<u>13-16</u>
Total hours	13-16	Total hours	13-16

Note 1: Ninety (90) hours are required for graduation.

Note 2: Professional Responsibility (Law 735) and Lawyering Skills (Law 720) are upper-level requirements for all students matriculating in Fall 2009 or later.

Note 3: Each student who does not receive a law review waiver or complete a Directed Research Project specifically approved as satisfying the upper-division writing requirement must take a three-hour Seminar during his or her fourth or fifth semester.

#### BAR EXAMINATION TOPICS

In selecting courses, students may want to keep the Bar exam in mind. While various organized and self-study courses may enhance Bar preparation, it would be imprudent (to say the least) to rely too heavily upon these courses to prepare for the Bar, particularly in fundamental lawyering skills courses.

Topics tested on the Multi-State Bar Examination (including Illinois, Indiana, Iowa, and Wisconsin) are:

Constitutional Law	Evidence
Contracts/Sales	Real Property
Criminal Law/Procedure	Torts

Topics tested on the Multi-State Essay/Illinois Essay Examination (6 Multi-State Essay questions and 3 Illinois Essay questions) are:

Administrative Law	Federal Jurisdiction and Procedure
Agency	Illinois Civil Procedure (Illinois Civil Practice)
Commercial Paper (Payment Systems)	Partnerships
Conflict of Laws	Personal Property
Corporations	Sales
Equity (Remedies, Trusts & Estates, Real Estate Transactions)	Secured Transactions
	Suretyship

Family Law  
Federal Taxation

Trusts & Future Interests (Trusts & Estates, Property)  
Wills (Trusts and Estates)

Topics tested on the **Indiana Essay Examination** (6 essay questions) are:

Administrative Law  
Agency  
Commercial Law  
Indiana Constitutional Law  
Corporations  
Family Law

Partnerships  
Personal Property  
Pleading and Practice  
Taxation  
Trusts and Estates  
Wills

Topics tested on the **Iowa Essay Examination** (8 essay questions) are:

Business Associations  
Civil Procedure (Iowa & Federal)  
Constitutional Law  
Contracts  
Criminal Law and Procedure (Iowa)

Family Law  
Guardianship and Conservatorship  
Torts  
Trusts  
Wills

Topics tested on the **Wisconsin Essay Examination** (8 essay questions) are:

Associations  
Civil Procedure  
Corporations  
Family Law/Domestic Relations  
Partnerships  
Professional Responsibility

Sales  
Secured Transactions  
Sole Proprietorships  
Taxation (Federal)  
Trusts and Estates  
All MBE Subjects

### **ACADEMIC SUPPORT PROGRAM (ASP)**

The Academic Support Program demonstrates the College of Law's commitment to the success of each of its students. The ASP offers selected students (whose objective criteria indicate that they will benefit from some additional assistance) the opportunity to participate in small group study/tutor sessions. These sessions are facilitated by second and third-year students and are offered weekly throughout the first year of law school. The tutorials focus on learning skills such as note-taking techniques, case-briefing skills and exam-writing techniques within the context of the substantive-first-year courses. Materials created for and utilized in these tutorials are available at the reserve desk in the law library for the entire first-year class.

Additionally, ASP study group leaders/tutors offer regularly scheduled weekly office hours open to the entire first-year class. A schedule of these office hours will be posted on the Legal Writing/ASP bulletin board and distributed to the entire first-year class. The entire first year class is also encouraged to participate in other ASP sponsored informational sessions during the first semester. These noon hour sessions offer discussions on topics such as study groups, exam writing and class participation. The ASP coordinators/legal writing faculty is available to discuss your individual concerns.

All first-year students with cumulative fall semester GPAs of 2.2 or lower will be required to participate in the ASP tutorial sessions during the spring semester of their first year of law school. These students will also be required to participate in an intensive six- to eight-week exam-writing seminar during the same semester.

Further, selected first-year students will be required to participate in the program's small group study/tutor sessions during their first semester of law school. These students will be selected during the admissions process and will be notified of this requirement as part of their acceptance to the College of Law. Other students will continue to be invited to voluntarily participate in these study/tutor sessions as space permits. These students will be notified of their eligibility prior to or immediately after the first-year fall classes begin.

Second-year students with cumulative first-year GPAs between 2.0 and 2.2 are required to participate in an upper-level academic support program designed to enhance study skills.

Third-year students with cumulative GPAs between 2.0 and 2.2 after their second year of law school will be required to enroll in the College of Law's Legal Analysis: Skills and Strategies course offered in the sixth semester of law school. Other selected students will be encouraged to participate and given priority registration. The remaining slots in the course will be open for general enrollment. This course offers the students the opportunity to further develop the skills required to pass the bar examination.

### **EXTERNSHIPS AND CLINIC COURSES**

NIU College of Law offers students a number of practice experiences through a variety of externships and clinic courses. The externships allow students to gain practical experience under the supervision of a practicing lawyer or judge and with the guidance of a knowledgeable faculty member. The clinic courses are taught by the staff attorneys at the NIU College of Law Zeke Giorgi Legal Clinic in Rockford, Illinois.

Externships are normally for one semester and are offered for three credit hours. Externships may require concurrent enrollment in a one credit hour classroom component. Externships and the classroom component are graded separately on a pass/fail basis. Clinic courses are also one semester courses and are offered for four hours of pass/fail credit, except for the Mediation Clinic with is offered for three hours of pass/fail credit.

Enrollment in externships and clinic courses is by application and requires the permission of the supervising faculty member. Students may not enroll in more than one practice experience (clinic course or externship) in any given semester. Students may not receive credit for a practice experience that is substantially duplicative of a prior practice experience for which the student has received credit.

Clinic courses and some externship placements require students to have Certification as a Senior Law Student pursuant to Illinois Supreme Court Rule 711. Rule 711 permits certified law students to perform designated legal services under the supervision of a member of the Bar of the State of Illinois. To qualify for Rule 711 certification, an NIU law student must have completed 54 credit hours. Applications for rule 711 certification are available at [http://www.niu.edu/law/clinic/clinic\\_courses.shtml](http://www.niu.edu/law/clinic/clinic_courses.shtml).

Prerequisites for clinic courses and most externships include Lawyering Skills and Professional Responsibility.

The externship programs include the following:

### **Appellate Defender Externship**

The Appellate Defender Externship is a one-semester course in which students receive three hours of credit for working approximately 12 hours per week in offices of the Illinois Appellate Defender. Students participating in the externship work under the supervision of staff attorneys. Typical activities include legal research, writing briefs, memoranda, and motions, and observing oral arguments in criminal appellate cases. Students must take Appellate Advocacy to be eligible.

### **Civil Externship**

Students in the Civil Externship program are immersed in the practice of law under the supervision of regional legal services lawyers or supervising attorneys in other placements including non-profit organizations and governmental or corporate offices. Students engage in all aspects of civil practice including counseling clients, planning and preparing litigation, negotiating with opposing parties, and representing clients before administrative and judicial tribunals. The Civil Externship is offered for three hours of credit and may require enrollment in a separate one credit hour classroom component.

### **Criminal Law Externship**

The Criminal Law Externship Program is a full-semester course for which students receive three hours of credit. Enrollment in a separate one credit hour classroom component may be required. Each student is assigned to spend 12-15 hours per week at offices in DeKalb, Rockford, Boone, DuPage, or Kane County. Participating offices are selected on the basis of their willingness and ability to provide the student with a sound educational experience under the supervision of highly qualified practicing attorneys.

Placements include state criminal prosecutor and public defender offices. The program is limited to third-year students who have taken Lawyering Skills, Trial Advocacy, and Professional Responsibility.

### **Judicial Externship**

Students participating in the Judicial Externship program spend 12 to 15 hours per week clerking for a state or federal judge. Clerkship duties typically include legal research and writing of memoranda and orders in cases coming before the supervising judge. In addition, students have the opportunity to observe various judicial proceedings. The Judicial Externship is limited to third-year students with a cumulative GPA of 2.80 or higher. The Judicial Externship is offered for three credit hours. Enrollment in a separate one credit hour classroom component may be required.

### **Juvenile Court Externship**

Student participating in the Juvenile Court Externship assist in preparing for and prosecuting neglect and delinquency cases in court. An additional portion of the experience may also involve Victim-Offender Restorative Justice Mediation of pending juvenile delinquency matters under the direction of certified mediators and the Juvenile Prosecutor at the Office of the County State's Attorney. The Juvenile Court Externship is offered for three hours of credit. Enrollment in a separate one credit hour classroom component may be required

Clinic courses include the following:

### **Domestic Abuse Clinic**

Students represent persons who have been victims of domestic abuse by obtaining orders of protection and other related civil relief. Students work in both the Kane County offices of Prairie State Legal Services, the area's provider of legal services to indigent persons and senior citizens, and in the Zeke Giorgi Legal Clinic in Rockford. Student representation extends from the initial client interview, to developing a plan for resolving the client's situation, to representing clients in court proceedings.

### **Elder Law Clinic**

Students learn about elder law theory and apply it to practice settings that involve both the planning aspects and dispute resolution aspects of advocacy. In the planning aspect, students draft advance planning documents, such as simple wills, powers of attorney and living wills. The dispute resolution aspect is varied, and has included consumer fraud, family law and elder abuse, both financial and physical.

### **Mediation Clinic**

Students apply mediation concepts and theory to practice settings, as they are afforded the opportunity to serve as mediators in a variety of disputes, including family and housing matters and pro se small claims cases.

### **CO-CURRICULAR COMPETITION CREDIT**

Two credits may be earned in any semester for participation as a competitor in a co-curricular interscholastic competition that has an extensive writing requirement. One credit may be earned for participation in a co-curricular interscholastic competition without an extensive writing requirement. A maximum of four credits for participation in all such activities may be counted toward the 90 credit hours required for graduation. For a student to receive credit for participation in an interscholastic competition, the competition must have a faculty advisor appointed by the Dean and the student must register for credit. A student may withdraw his or her registration only upon consent of the faculty advisor. Any award of credit must be based on the faculty advisor's evaluation and review of the student's entire work in the competition. These credits will be graded on a pass/fail basis.

### **CREDIT FOR LAW REVIEW**

Third-year students participating as members of the editorial board of the Law Review may receive three hours of ungraded academic credit. Third-year students participating as assistant editors may receive two hours of ungraded academic credit. Any award of credit must be approved by the faculty advisor to the Law Review.

### **CREDIT FOR COURSES TAKEN AT OTHER LAW SCHOOLS**

A request to take a course for credit at another law school (including requests to enroll in a study abroad program sponsored by another law school) must be submitted before enrollment in that course. A student who has earned at least a C, or comparable grade, in a course taken at another law school accredited by the American Bar Association may obtain approval from the Associate Dean for Student Services to receive credit for this work toward the J.D. degree. Only the credit hours earned and not the grade will be transferred and noted on the student's record. Such credit hours must be supported by an

official transcript and certification of good standing signed by the Dean or other appropriate official of the school from which the credit is transferred.

### **CREDIT FOR GRADUATE COURSES IN OTHER COLLEGES OF THE UNIVERSITY**

In appropriate cases, law students may enroll for credit in law-related graduate courses offered by the other colleges of the University. Except in the case of an approved simultaneous degree program, no more than six credit hours of credit in such courses may be applied toward the 90 hours required for a law degree. **Registration in such courses must be approved in advance by the Associate Dean of the College of Law and the department concerned.** Credit toward the law degree will be granted only if the student receives a grade of “C” or higher and only the credit hours and not the grade will be transferred and noted on the student’s record.

### **DIRECTED RESEARCH**

Students wishing to pursue an area of law in which the College of Law does not offer a course and students seeking to do advanced work may do so by enrolling in Directed Research. Each full-time member of the faculty may supervise up to three Directed Research students at any one time. Directed Research projects may be approved for either two or three credit hours and may be on either a graded or pass/fail basis.

A student planning to enroll in Directed Research must submit a project form (available from the College of Law Registrar) describing the nature of the proposed project, the number of credit hours sought, and indicating whether the project is to be graded or pass/fail. This form must be approved and signed by the supervising faculty member and then submitted to the Associate Dean of the College of Law for approval.

A student is limited to three hours of Directed Research per semester and six hours of Directed Research for credit toward the J.D. degree.

### **UPPER-DIVISION WRITING REQUIREMENT**

Each student must satisfy the Upper-Division Writing Requirement during his or her fourth or fifth semester. The requirement may be satisfied in three ways:

#### 1) WRITING SEMINAR

A student may satisfy the Upper-Division Writing Requirement by completion of a three credit hour writing seminar with a grade of C or better. To qualify as a writing seminar, a seminar must require submission of one or more written projects that demonstrate a capacity for meaningful legal research and an ability to express such research in written form. Ordinarily a student will satisfy this requirement by submitting a paper that is written in law review comment form. This requirement may also be satisfied by the submission of (1) a single significant work in other than law review comment form (e.g., brief, memorandum); or (2) two or more works (e.g., problem analyses, opinion letters, short memoranda) – provided that the single work or the multiple works, taken together, are substantially equivalent in quality and quantity to a law review comment. The major submission by a student in any writing seminar must involve multiple drafts and significant research and analysis.

Students are not limited to just one writing seminar. Students may take additional writing seminars for law school credit in addition to a writing seminar used to satisfy the Upper-Division Writing Requirement. However, priority in enrollment is given to students who need the seminar to satisfy the requirement.

## 2) LAW REVIEW

A student may satisfy the Upper-Division Writing Requirement by the successful completion of an article written for the NIU Law Review and deemed publishable by the Board of Editors of the NIU Law Review subject to review and approval of the Law Review Faculty Advisor.

## 3) DIRECTED RESEARCH

A student may satisfy the Upper-Division Writing Requirement by the successful completion of a three-credit directed research project, specifically approved for satisfaction of this requirement. To satisfy the Upper-Division Writing Requirement, a directed research project must satisfy the following requirements:

- a) the directed research project must be approved by the Associate Dean of the College of Law and the supervising faculty member; including approval that it be used to satisfy the upper-division writing requirement;
- b) the project must receive a grade of C or better;
- c) the supervising faculty member and student must have a minimum of four in-person meetings during the semester;
- d) the normal standards of quality and multiple drafts for seminar papers apply, including that the paper or papers “demonstrate a capacity for meaningful legal research and an ability to express such research in written form;”
- e) a faculty member shall ordinarily be limited to supervising one directed research per semester that can satisfy the upper-division writing requirement;
- f) all students and supervising faculty for which directed research is used to satisfy the upper-division writing requirement in a given semester shall meet at an arranged time or times in the last month of the semester for oral presentation of the students’ work-in-progress to the other students and the supervising faculty and;
- g) use of directed study to satisfy the upper-division writing requirement must occur in the 4th or 5th semester.

## **STUDY ABROAD**

Every summer, the College of Law in partnership with the Université Montesquieu – Bordeaux IV offers an intensive study abroad experience in Agen, France. The courses are taught by members of the NIU College of Law faculty with guest lectures by French law faculty and other French legal professionals. The program includes, in addition to the classroom experience, a series of academic field trips to legal and political institutions, including the Ecole Nationale de la Magistrature (the school where all French judges and prosecutors are trained), the Cour de Cassation and the Conseil d’Etat (the two French Supreme Courts), the National Assembly, the French Senate, the Agen Préfecture (a peculiarly French governmental institution), and several others. These visits reinforce and expand upon the materials discussed in the classroom. Students participating in the program take two courses: LAW 699A, Civil

Law & Civil Lawyers: The French Experience, and LAW 699B, The Legal System of the European Union.

### **PRO BONO SERVICE**

Students who complete a cumulative 60 hours of approved pro bono service will receive a notation on their transcript. Various forms of scholarship, stipends, and other grants are designated for the support of students performing voluntary services. For purposes of the College of Law Approved Pro Bono Service Recognition, Pro Bono Service is defined as follows:

I. Legal or law-related work for the benefit of:

- a) persons of limited means or underserved populations, or
- b) charitable, religious, civic, community, governmental and educational organizations in matters that are designed primarily to address the needs of persons of limited means or underserved populations, or
- c) individuals, groups or organizations, or governmental units and agencies seeking to secure or protect civil rights, civil liberties or public rights, or
- d) charitable, religious, civic, or community organizations in matters in furtherance of their organizational purposes, or
- e) governmental units or agencies, including judges, or
- f) educational organizations; or

II. participation in activities for improving the law, the legal system or the legal profession.

III. Pro bono service includes only voluntary work which is uncompensated and for which academic credit is not received. Reimbursement of reasonable expenses or receipt of scholarships, stipends or other grants designated for the support of students performing voluntary services shall not be considered compensation.

### **GRADUATION REQUIREMENTS**

90 hours (At least 65 hours of the 90 must be in law school courses with regularly scheduled classes and all 90 hours must be completed within a period of 84 months.)

Official Undergraduate Transcript on file with the Office of Budget & Records

Unencumbered Bursar Account

Degree Fee of \$75

Course Completion

Legal Writing & Advocacy 500

Legal Writing & Advocacy 501

Contracts I 502

Contracts II 503

Property 505

Civil Procedure I 506

Civil Procedure II 507

Torts 508

Criminal Law 510

Basic Legal Research 511  
Basic Legal Research 512  
Constitutional Law I 550  
Constitutional Law II 600  
Professional Responsibility 735  
Upper-Division Writing Requirement  
Lawyering Skills 720

Limit of 6 hours in non-Law graduate discipline  
Limit of 4 hours in Co-Curricular Competition  
Limit of 6 hours in Directed Research  
Limit of 3 hours of Law Review Credit

## **IV. REGISTRATION AND ENROLLMENT**

Students register for most courses through MyNIU. To access MyNIU, first go to [www.niu.edu](http://www.niu.edu). The MyNIU link is at the top right of the NIU homepage. Once in MyNIU, click “Self-Service” then “Student Center.”

For courses requiring department or instructor consent, students cannot register themselves in MyNiu. Instead, the faculty member whose consent is required will notify the Office of Budget and Records and the Office of Budget and Records will then register the student.

Registration for each semester normally takes place near the end of the preceding semester. Normally, registration will open for third-year students at least one day earlier than for the rest of the students. (For registration in the spring for the upcoming fall semester, third-year students are defined as those students with at least 54 credit hours including hours in progress. For registration in the fall for the upcoming spring semester, third-year students are defined as those students with at least 72 credit hours including hours in progress.)

Seminars, Lawyering Skills, and Trial Advocacy are limited enrollment courses. Each semester, the Office of Budget and Records maintains waitlists for students wishing to enroll in these courses after they have filled to capacity.

Students may add courses until the end of the first week, and may drop courses until the end of the second week of a semester. However, note that self-service add/drop in MyNiu is only available until the end of the first week. During the second week, a student wishing to drop a course must contact the College of Law Office of Budget and Records. After that date a “drop” will be considered a “withdrawal” and will be recorded on the student’s transcript as such. After the “drop” period, approval of the Associate Dean for Student Services is required to withdraw from a course.

Full-time, first-year students are automatically registered for all required courses. No additional courses may be added. Students are not permitted to change from one section to another in any required course without the permission of the Dean's Office.

Part-time students must have their schedules approved by the Associate Dean for Student Services. Students are strongly encouraged to consult with and have a member of the Dean's Office or a faculty member review schedule selections prior to registering in MyNIU.

### **WITHDRAWAL FROM A COURSE**

From the end of the second week of a semester through the end of classes, students may withdraw from a course with the approval of the Associate Dean for Student Services on forms supplied by the Registrar. A “W” (withdrawn) is given for a course from which a student withdraws.

### **AUDITING**

Students seeking a Juris Doctor degree may not audit any course offered by the College of Law.

### **FULL-TIME ENROLLMENT REQUIREMENTS**

A full-time student may not take fewer than 12 credit hours per semester. Students may not take more than 16 credit hours per semester without permission from the Associate Dean for Student Services. In

no case may a student enroll in more than 18 credit hours in a semester. After the first year, the normal course load is about 15 credit hours per semester. Normally the number of credit hours is equal to the number of class hours per week.

### **PART-TIME STUDY**

A part-time study option is offered on a limited basis as a daytime program to accommodate special circumstances of individual students. Students must take a minimum of 9 credits per term: part-time students work directly with the Associate Dean for Student Services for approval of their credit hours each term.

### **OUTSIDE EMPLOYMENT OF LAW STUDENTS**

Students enrolled in 13 or more credit hours may not be employed more than 20 hours per week during the semester. Work as a graduate assistant or research assistant counts toward the 20-hour limitation.

**All students are required to sign a certification each semester that they are either enrolled in fewer than 13 hours or that they are not employed more than 20 hours per week.**

### **FAILING A REQUIRED COURSE**

A student who fails a required course (receives a grade of "F") is required to retake the course. Both grades will be of record. The requirement to retake the course and be examined may be waived by the Dean. A student who fails the first semester in a continuing course, (e.g., Contracts, Civil Procedure, Legal Research, Legal Writing,) may not take the second semester of the continuing course until the student successfully retakes the first semester of the course. A student who fails an elective course may retake the course. Both grades will be of record.

### **VISITING STUDENTS**

The College of Law may admit a limited number of visiting students from other law schools. Students seeking a change from visiting to transfer status must meet standards established and administered by the Admissions Committee and the Faculty.

All students matriculated in the College of Law, including visiting students, must conform to the Code of Conduct and all applicable University and College of Law academic policies and procedures.

Students requiring financial assistance should visit the Financial Aid Office Web site at: <http://www.fa.niu.edu/>. If further information is needed contact the College of Law, Office of Admissions and Financial Aid at 815-753-9485.

Students who have been approved for visiting status should seek the advice of the Associate Dean for Student Services in order to complete registration.

Students requesting to visit at other law schools need permission from the Associate Dean for Student Services.

### **REFUND POLICIES**

Policies relating to refunds of tuition and fees may be found at [http://www.niu.edu/law/admission/tuition/refund\\_policy.shtml](http://www.niu.edu/law/admission/tuition/refund_policy.shtml).

### **General Policies**

Students receiving refunds of fees will not be eligible for activities and benefits covered by such fees,

but will continue to be eligible for activities and benefits covered by the other fees paid and not refunded.

Students who have paid tuition and fees may receive a refund if they later receive a scholarship, which covers tuition and those fees. The application for refund must be made no later than 60 days after the close of the semester.

Students may receive a refund of tuition and fees if the University declares them ineligible for registration before the first day of classes.

Students who receive financial assistance and withdraw from the University may be required to repay a portion of their award from any University refunds that they receive. The exact amount to be repaid will be determined on the basis of the amount of aid received, the educational costs incurred, and the length of time the student was enrolled during the term.

Applications for refunds should be made at the Bursar's Office unless otherwise noted.

### **Encumbrances**

A record encumbrance is a restriction placed on a student's official academic record. Academic records may be encumbered under a number of circumstances, examples of which are the following:

1. Past-due monetary obligation to the University (such as unpaid tuition, fees, fines, or residence hall charges).
2. Incomplete admission requirements (such as missing transcripts, LSAT scores, etc.).
3. A disciplinary action by the University or the student judiciary.

Students may not be allowed to register or to have transcripts or diplomas issued after an encumbrance has been placed on their academic records. Students who have had an encumbrance placed on their records may direct inquiries to the office that requested the encumbrance or the Office of Registration and Records. Only the office requesting an encumbrance may authorize its removal.

For immediate release of monetary encumbrances, all past-due obligations to the University must be paid for with a cashier's check, certified check, or money order.

### **Payment Policy**

Through their MyNIU self-service access, students can view their charges, due dates for these charges, payments and credits for financial aid at any time.

Payment of all charges for a term is due one week prior to the start of the term to which the charges apply. Through this account, students can pay the full amount of their account balance at this time or an amount less than the full amount. Students have until mid-term to pay their account balance in full without loss of registration. Specific due dates pertain to each of the charges on the student account. Students who pay less than the total amount due by the respective due date will be assessed a monthly late payment fee of 1.08% on the portion that continues to remain unpaid.

Any student with a past due balance remaining at mid-term will have a hold placed on his/her account. This hold will prohibit the student from registering for classes and obtaining official transcripts until the account balance is paid in full.

To avoid having a **hold** placed on your records, your account should be paid in full no later than:

Semester	Date
Fall 2011	October 24, 2011
Spring 2012	March 19, 2012
Summer 2012	N/A

### **Financial Responsibility**

By registering for courses at Northern Illinois University, the student accepts financial responsibility for payment in full of the student account plus (if necessary) any additional costs, which may be incurred by the university in the collection of these debts. Late payment fees will be applied to past due amounts. Failure to pay a past due debt may result in the debt being listed with credit bureaus, the State Comptroller's Offset Program and (if necessary) referred to a collection agency and/or other authorized legal debt collection procedures. Under such circumstances, the student is responsible for all fees and costs incurred by the university in the collection of the past due debt, including the collection fees and/or attorney's fees.

## **V. RECORDS**

Law student records are kept in the College of Law, Office of Budget and Records. The College of Law maintains individual student files with all original application documents and any relevant academic information generated during a student's enrollment in the College of Law.

### **CURRENT ADDRESS AND TELEPHONE NUMBER**

For the convenience of both students and the College of Law, a student must keep his or her current residence address and telephone number on file in the College of Law, Office of Budget and Records Office. Emergency contact information, as well as current work address and telephone numbers, should also be provided so that immediate contact with the student, whenever necessary, may be made by the Law school administration. The requirements of adequate notice are considered met if an official communication is sent to the most recent address given to the Office of Budget and Records by the student. Students should also notify Registration & Records of any name, address or phone number changes so their information can be updated on the NIU phonebook directory. Students may change their address online using MyNIU.

### **UNIVERSITY STUDENT INFORMATION AND RECORDS**

Information and data concerning individual students are collected, maintained, and used by the University only as needed in relation to its basic educational purposes and requirements. Presently, relevant policy and procedures are designed and operated to be in compliance with federal legislation; specifically, the Family Educational Rights and Privacy Act of 1974 as amended by Senate joint Resolution 40, signed into law by the President of the United States on December 31, 1974. The official University procedures and a directory of educational records maintained by Northern Illinois University are available for review in the Office of Registration and Records. All questions about interpretations or clarifications involving University policy and procedures are to be directed to the University legal counsel.

There are four basic types of student records: academic, financial, medical, and placement, in addition to certain specialized records. The official academic record is established and kept current by the Office of Registration and Records. It is a cumulative history of the student's registration and educational participation and performance. Maintained in connection with the academic record is certain biographical and personal identification information as needed for enrollment purposes. Parts or all of these student data are provided by the Office of Registration and Records as needed to the University's academic administration and advisement, and to other University administrative units as necessary for the functioning of various student and support services.

Student financial records are the responsibility of the Office of the Bursar, with respect to the billing, payment, and accounting of tuition and fees, and the Student Financial Aid Office for operation of the University's student financial assistance program. The Bursar keeps a complete record of student financial transactions relative to the payment of the University charges that are accrued. Within Financial Aid, the student file contains all necessary information regarding scholarships, grants, loans, and employment which are part of the student's financial assistance program, including institutional, organizational, and federal and state sources.

For those students who require medical assistance and care of the University Health Service, at the time of their first contact with the Health Service, a medical history record is created and maintained by the

Health Service staff. Only information pertinent to the health of the individual is included therein.

The Office of Career Planning and Placement, for those persons who wish to avail themselves of its services, with the student's voluntary participation creates and distributes to potential employers a copy of a file which consists of a self-completed resume and various personal references.

Certain records within the University community are exempt from the above-cited federal legislation; records of instructional, supervisory, and administrative personnel which are the possession only of the maker and not accessible nor revealed to any other person except a substitute; files within the University's Department of Public Safety (University Police); and medical records used in connection with the provision of treatment for a student. Access to these is strictly limited to the University staff immediately involved with their creation and maintenance except for certain specific qualifications.

Further, the University is not required to make available to students the financial records of their parents or confidential letters and statements of recommendation which were placed in students' files prior to January 1, 1975, if such are used only for the purpose specifically intended.

Access to or release of each of the above types of records or their respective parts, or of any personally identifiable information, with the previous exceptions noted, is restricted to the following: the student or former student; parents of a legally defined dependent student (reference Section 152 of the Internal Revenue Code of 1954); University faculty and staff who have a legitimate University-related educational or administrative interest; certain specified state and federal representatives primarily as concerns the evaluation and auditing of government-funded programs in which the University participates; officials of other colleges, universities, or schools in which the student intends to enroll, provided the student is informed of this type of request in advance of the information being released; individuals, agencies, and organizations in connection with the student's application for or receipt of financial aid; state and local officials as directed by State Statute adopted prior to November 19, 1974; with certain restrictions, organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs and improving instruction; accrediting organizations; and appropriate persons in connection with an emergency, if knowledge of such information is necessary to protect the health or safety of a student or other person. In all other instances, access or release may be granted only with the written authorization of the student. In cases where such records are to be furnished in compliance with a judicial order or pursuant to a lawfully issued subpoena, prior to their release students shall be notified of such order or subpoena by personal service or certified mail to their last known address.

Students have the right to review personally their records in the presence of a University representative at an appropriate or convenient campus location. Requests for review must conform with established University procedures and the right of review granted within a reasonable time following the request. Where necessary, interpretation of the record shall be provided by qualified University personnel. Original records cannot be removed from University premises. A copy may be provided where failure to provide such copy would effectively prevent a student from exercising the right to inspect and review the educational records. While a charge may be made to cover costs of reproduction, in most instances this is not done. However, normal operational fees exist with respect to record reproduction within the Office of Career Planning and Placement, dependent upon the number of copies requested, and the Office of Registration and Records.

Students have the right to challenge the content of a record on the grounds that it is inaccurate, misleading, or otherwise in violation of their privacy or other rights and to have inserted in the record a written explanation of its contents. To initiate such a challenge, students shall, within 60 days after they have inspected and reviewed the record in question for the first time, file with the University office responsible for maintaining such records a written request for a hearing, in a form specified by the University. Within 30 days following receipt of such request the head of such office, or designated representative, shall review the record in question with the student and either order the correction or amendment of such alleged inaccurate, misleading, or otherwise inappropriate portions of the record as specified in the request or notify the student of the right to a hearing at which the student and other persons directly involved in the establishment of the record shall have an opportunity to present evidence to support or refute the contention that the portions of the record specified in the request are inaccurate, misleading, or otherwise inappropriate. The student shall be given written notice of the time and place of such hearing no fewer than 10 working days in advance. The hearing will be conducted by a University representative who does not have a direct interest in the outcome. The student shall have the right to attend the hearing, to be represented and advised by other persons, and to call witnesses in his or her behalf. The student shall be notified in writing of the decision within 10 working days following the hearing or within 10 working days of a decision without a hearing. Such decision is final.

Students may waive their right of access to confidential statements submitted with respect to their application for admission to the Graduate School or another educational institution, an application for employment or receipt of an honor or recognition. However, they cannot be required to do so. Further, if they do, upon their request they will be provided with the names of all persons making confidential recommendations.

Directory information pertaining to students, as defined below, may be released by the University at any time provided that it publish this definition at least once each academic year in the campus student newspaper and students are given a reasonable period of time to inform the University that they do not wish such information to be released without their prior consent. Such information is never knowingly provided any requestor for a commercial purpose.

Directory information includes the following: student's name; address; telephone listing; date and place of birth; major field of study; classification; gender; participation in officially recognized activities and sports; weight and height of members of athletic teams; dates of attendance; degrees and awards received; and the most recent previous educational agency or institution attended by the student.

### **TRANSCRIPTS**

Official student transcripts are maintained by the University Office of Registration & Records. [www.reg.niu.edu/regrec/transcripts](http://www.reg.niu.edu/regrec/transcripts) Current students may print unofficial transcripts from their MyNIU account.

### **GRADING SYSTEM**

A student's performance in a course is usually expressed in terms of the following letter grades, with their numerical equivalents for computation purposes: A (4.00), A- (3.67), B+(3.33), B(3.00), B-(2.67), C+(2.33), C(2.00), C-(1.67), D+(1.33), D(1.00), F(0.00).

The grade "I" (incomplete) may be given to a student who is able to show good cause for failing to complete a required writing assignment, when this assignment is the principal grade determinant in a course. Such grades will be assigned only with the written approval of the instructor and the Dean's Office. The "I" grade is only an interim mark. The required writing assignment must be submitted by the end of the next semester or summer session. If it is not so submitted, the result will be a failing grade (F) in the course.

A pass/no pass (P/NP) grading system is used in certain courses as determined by the faculty. A grade of "pass" does not in any way affect a student's cumulative grade point average.

### **DEAN'S LIST**

Students who attain a grade point average of 3.00 or above for a semester's work (minimum 9 hours) shall be placed on the Dean's List for that semester.

### **DETERMINING CLASS LEVEL**

For purposes other than registration, the following schedule of hours earned is used to determine class level:

First Year	00-32 hours
Second Year	33-57 hours
Third Year	58+ hours

### **CLASS RANKS**

Class ranks are calculated by using a student's grade point average, which is carried out to three decimal places. Class ranks are calculated at the end of the first year of law school and at the end of the Fall and Spring semesters thereafter. Class ranks are not published and can be obtained from the Director of Career Opportunities and Development.

Class ranks for part-time and transfer students are calculated according to the following policies:

#### **Part-Time Students**

At the end of the first year, part-time students will be ranked with the first-year class of which they were a part. Beginning with the end of their third semester, part-time students will be ranked as part of the second-year class until they qualify to be ranked with the third-year class. When class ranks are computed following the end of any fall semester, part-time students will qualify to be ranked with the third-year class if, and only if, they are enrolled (as of the date the rankings are computed) for enough credits in the spring semester to graduate at the end of the spring semester. When class ranks are computed following the end of any spring semester, part-time students will be ranked with the graduating third-year class if, and only if, they are graduating with the third-year class at that time.

#### **Transfer Students**

Transfer students will be given class rank equivalent to the rank they would hold in the class with which they will graduate. Because the rank given to a transfer student will be in addition to the same rank given to a non-transfer student, this will not affect the class rank of any non-transfer student. Thus, whatever rank a transfer student holds, there will be a non-transfer student in the same class with the same class rank.

## **GRADUATION WITH HONORS**

Graduates shall be granted the Juris Doctor degree with honors as determined by the cumulative grade point average:

Summa cum laude	3.700 and above
Magna cum laude	3.350 to 3.699
Cum Laude	3.000 to 3.349

## **PARTICIPATION IN GRADUATION CEREMONY**

Students who will have completed five or more semesters and at least 75 credit hours by the end of the spring semester may petition the Dean's Office for permission to participate in graduation with the class with which they matriculated. Such petitions must be filed by the date Statement of Candidacy forms are due for graduates. Students may participate in graduation only once.

## **STUDENTS' EVALUATION OF FACULTY**

University Policy requires that student assessments of teaching effectiveness be completed for each course, including those taught by adjunct professors. The goal of the University is to recognize effective teaching as an important criterion in evaluation of faculty members for matter of salary, promotion, and tenure. The evaluations will go to the Dean and Associate Dean, as well as to the faculty member after the semester has ended and grades are submitted.

## VI. EXAMINATIONS

### FINAL EXAMINATIONS

The final examination period will normally last up to two weeks. The following policies apply:

1. **No student will be required to take more than one final exam on any given calendar day.** If a law student has two exams scheduled on the same day, he or she may petition to move one of the exams to a different day.
2. In order to schedule exams within the University provided time period, it is quite possible that during your career in law school, **you will have final exams on consecutive days; this does not constitute a conflict that merits a remedy.**
3. **If a student has four exams on four consecutive calendar days, he or she may petition to move one of the exams to a different day.**
4. Students are expected to take final exams during scheduled times. **Consequently, students should not schedule other activities during this period.**
5. The Final Exam Schedule is posted before registration for the semester.

### ANONYMOUS GRADING POLICY

Most final examinations in the College of Law are graded anonymously. Students are given anonymous exam numbers for each blind-graded exam, and instructors assign exam grades to the anonymous numbers.

Course grades may be based on factors in addition to, or instead of, anonymously graded final exams. For example, course grades may take into account factors such as attendance, class participation, written papers, or other assignments. In some courses, such as seminars, grades may be based entirely on written papers.

If a course has a final exam and other factors are also included in determination of the course grade, the instructor may, after turning in blind-graded exam grades to the Office of Budget and Records, receive a list of names and exam numbers to permit inclusion of the other factors. Instructors may not alter the exam grade by more than one step (i.e. C+ to B-) without approval of the Associate Dean.

Student's anonymous exam numbers are assigned by MyNIU. Instructions for finding exam numbers are available at [http://www.niu.edu/myniutraining/Documents/locating\\_NIU\\_blind\\_grade\\_numbers.pdf](http://www.niu.edu/myniutraining/Documents/locating_NIU_blind_grade_numbers.pdf).

### DISTRIBUTION AND COLLECTION OF EXAMS

Exams are administered either by the instructor or a member of the College of Law staff. Specific instructions will be given at the beginning of each exam. Blue Books will be provided by the College of Law if needed for the exam. At the conclusion of each exam, exams will be collected at a table located outside the exam room or in the faculty secretaries' office.

## **LAPTOP EXAMS**

Students are permitted to take any essay portion of any final exam on their own laptops using ExamSoft software. Prior to exams each semester, all students enrolled in courses with exams for which laptops may be used will receive an email inviting them to register with ExamSoft. Students are responsible for registering with ExamSoft and for paying the registration fee of \$25.00 per year (September 1 through the following August 31).

## **MISSING A FINAL EXAM**

All students are required to take examinations as scheduled. **An examination may not be deferred except for extraordinary circumstances that are beyond the student's control and that will not recur, with documentation, and then only with the written approval of the Associate Dean for Student Services.** Notification of the extraordinary circumstances must be given to the Associate Dean for Student Services and the College of Law registrar as soon as possible, followed by a formal written request for a deferred examination. Based on the requested documentation, the Associate Dean for Student Services will determine whether to grant written approval. Arrangements for taking a deferred examination must be made by the student with the Associate Dean for Student Services. A deferred examination normally must be taken within three weeks following the close of the regular examination period. A fee may be charged for each such deferred examination. A student who fails to take an examination when scheduled, and who has not received approval for a deferred examination, will receive a failing grade. All students granted a deferral will be required to sign a deferral of exam form.

## **POLICY FOR EXAM TAKING BY STUDENTS NEEDING ACCOMMODATIONS**

Students with disabilities or special needs may contact the Associate Dean for Student Services to arrange for special accommodations. Examinations for these students are normally handled through the Center for Access-Ability Resources.

## **NOTIFICATION OF GRADES**

Students are notified of their grades in MyNiu. No grades are posted until the end of exam period.

## **REVIEW AND APPEAL OF GRADES**

Grades are not subject to review or appeal. Grades are final as submitted to the Registrar, except for computational recording errors. As a learning experience, students should be provided with a reasonable opportunity to review an examination or written assignment with the instructor.

## **VII. ACADEMIC DISMISSAL, REINSTATEMENT, PROBATION, WITHDRAWAL, AND LEAVE OF ABSENCE**

### **ACADEMIC DEFICIENCY**

A student must maintain a cumulative grade point average (GPA) of at least 2.00 on a 4.00 scale, computed at the end of each academic year. In addition, a student must achieve a GPA of at least 2.00 in the second year. Any student whose cumulative GPA at the end of any academic year is below 2.00, or whose GPA for the second year is below 2.00, will be dismissed for academic deficiency unless the student petitions for and is granted reinstatement.

### **REINSTATEMENT**

A student whose cumulative GPA at the end of any academic year is below 2.00, or whose GPA for the second year is below 2.00 may seek reinstatement by written petition to the Dean and the Academic Standing Committee. The committee will recommend to the Dean that petitions for reinstatement be granted only if it finds: (1) that there is a likelihood that the student will be able to raise his or her cumulative GPA to 2.00 by the end of the academic year of reinstatement and to maintain this standard for the remainder of his or her academic career, and (2) that there were material events or circumstances of an unusual nature, beyond the student's control, that significantly affected his or ability to perform; or, for students who have completed only one year, that there has been a significant improvement in academic performance during the second semester. The final determination will be made by the Dean. **No student may be reinstated more than once.**

A student who is dismissed for academic deficiency may apply for readmission usually no earlier than one year after dismissal. A student who is readmitted after a dismissal must maintain at least a GPA of 2.00 at the end of each academic year. If his or her GPA is below 2.00, the student is not eligible for reinstatement.

### **ACADEMIC PROBATION**

Any student granted reinstatement upon dismissal after the first or second year will be placed on academic probation for one year.

Any student whose GPA falls below 2.00 at the end of the third semester will be placed on academic probation for the remainder of the academic year.

Any student whose GPA falls below 2.00 at the end of the fifth semester will be placed on academic probation for the remainder of the academic year.

Under the terms of probation, a student:

1. Must obtain approval of class schedules by the Associate Dean for Student Services;
2. May not hold office in any College of Law organization without the permission of the Associate Dean for Student Services;
3. May not participate in the Prize Moot Court Competition without the approval of the Associate Dean for Student Services;
4. Must obtain permission from the Associate Dean for Student Services to be employed on campus;
5. Must participate in the upper level ASP Program; and

6. Must comply with any other terms or conditions deemed appropriate by the Dean or Associate Dean for Student Services.

### **SUMMER SCHOOL**

Summer school, including summer study abroad, normally starts before all grades from the spring semester are available and is not granted reinstatement, the grading basis for the summer course(s) will be changed to pass/fail and the student will receive only a grade of pass/fail. Consequently, it is possible for a student to fall below the required cumulative GPA of 2.00 as of the end of the spring semester but not be aware of this fact at the time summer school begins. If a student enrolls in summer school and is subsequently academically dismissed for failure to have the required 2.00 cumulative GPA as of the end of the academic year (i.e. the end of the spring semester) and is not granted reinstatement, the grading basis for the summer course(s) will be changed to pass/fail and the student will receive only a grade of pass or fail.

### **WITHDRAWAL AND READMISSION**

A student with a cumulative grade point average of 2.00 or above may withdraw from the College of Law in good standing by notifying the Office of the Dean in person and the College of Law Registrar in writing. A student will be considered registered until written notice of withdrawal is received by the Registrar. In some cases, a student who withdraws may be eligible for a refund. A student who has withdrawn shall apply for readmission by written request to the Dean. Such request may then be referred to the Admissions Committee or the Academic Standing Committee. A student seeking readmission must satisfy existing admission standards, and if readmitted, must satisfy the curriculum requirements existing at the time of readmission. Additional requirements may also be imposed by the Dean.

### **LEAVE OF ABSENCE**

A student in good standing requesting a leave of absence must submit a written request to the Dean. Approval will normally be granted for a period of not more than one year.

## VIII. FINANCIAL AID INFORMATION

The Office of Admissions and Financial Aid assists incoming students with the admission process and strives to ease the transition to life in law school. The office also works collaboratively with the NIU Student Financial Aid Office to assist both incoming and current law students with the critical application processes required for securing funding to meet their educational costs. Additionally, The Office of Admissions and Financial Aid supervises the processing of scholarships, grants and research assistantships.

Student loans are processed through the University's Student Financial Aid Office. Bar loans are also certified by the central NIU Student Financial Aid Office. The NIU Student Financial Aid Office is conveniently located in Room 245 of Swen Parson Hall.

This section briefly describes the College of Law's financial aid and scholarship programs. Further information may be found on the NIU Student Financial Aid Office's home page at:

<http://www.niu.edu/fa/>. Additionally, a 'Frequently Asked Questions' section on financial aid is available on the College of Law website at:

[http://law.niu.edu/law/admission/financial\\_aid/aid\\_faq.shtml](http://law.niu.edu/law/admission/financial_aid/aid_faq.shtml). Students may also visit the Office of Admissions and Financial, Room 151 of Swen Parson Hall, to view the Financial Aid Resource Library.

### FUNDS FROM WITHIN THE COLLEGE OF LAW

Several scholarships and grants are awarded each year to incoming and current students at the College of Law. The spirit of these awards is to help lessen financial need and to promote a law school community that is represented by students with records of academic excellence as well as students with diverse perspectives. A complete listing of scholarships is available at:

[http://law.niu.edu/law/admission/financial\\_aid/scholarships.shtml](http://law.niu.edu/law/admission/financial_aid/scholarships.shtml).

### Renewable Scholarships

Two of the College of Law's renewable scholarship opportunities are the *Opportunity Award* and the *Excellence Scholarship*. These scholarships are awarded to incoming College of Law Students and are designed to heighten diversity within the law school community and to recognize candidates who demonstrate records of academic excellence. The Opportunity award provides a full tuition waiver for in-state tuition, as well as a stipend. The Excellence award provides the recipient with a full tuition waiver for either in-state or out-of-state tuition. Both of these awards are renewable, pursuant to the scholarship policy of the College of Law.

### Scholarship Policy

Students who have been awarded renewable scholarships upon admission to the College of Law are automatically considered for a renewal. This consideration is based on the student's academic performance. In order to maintain a renewable scholarship, the scholarship recipient must have obtained a specified GPA at the end of each academic year *and* must do so on a continuing basis. The GPA requirement for renewal of the scholarship is articulated within the initial scholarship award letter sent to the student by the College of Law.

## **ASSISTANTSHIPS**

There are three types of assistantships available at NIU: Research, Graduate, and the Rhoten A. Smith program. After completion of the first year at the College of Law, students may be considered for research assistantships in the College of Law or graduate assistantships within another University department. Assistantships, whether research or graduate, normally waive the equivalent to full or partial in-state tuition. Some assistantships waive the equivalent to out-of-state tuition.

Law students should note that tuition waivers affect the student's financial aid budget. The tuition waiver effectively reduces the total student loan amount for which the student is eligible.

### **Research Assistantships**

After completion of the first year, law students may apply for a research assistantship within the College of Law. A student should submit a **Research Assistantship Application** (hard copies are available in the Office of Admissions and Financial Aid) to a faculty member with whom he or she would like to work. Typically, assistantship applications are processed during the late spring months for positions commencing in the fall. Alternatively, applications submitted for spring semester positions are typically processed during the early fall months. These research assistantships waive the equivalent to full or partial in-state tuition.

### **Graduate Assistantships**

Law students who secure an assistantship from another unit of the University qualify for the equivalent of in-state or out-of-state law school tuition. Students seeking Graduate Assistantships are encouraged to contact the Office of Human Resource Services or to check NIU's Human Resource web site for Graduate Assistantship opportunities: [www.hr.niu.edu/employment/](http://www.hr.niu.edu/employment/). Students should locate the drop down menu and select "Grad Asst" to locate available positions.

### **Rhoten A. Smith Assistantships**

The Rhoten A. Smith Assistantship Program has been established at NIU to provide graduate assistantships to minorities and women enrolled in graduate programs wherein these groups are underrepresented. The program, named in honor of the University's sixth president, represents the institution's commitment to increasing access to graduate education. A Rhoten A. Smith Assistantship typically pays a stipend and provides a full tuition waiver. Only U.S. citizens and permanent residents are eligible to apply.

## **FUNDS FROM OUTSIDE SOURCES**

### **Financial Aid Resource Library**

Several scholarships have been designated exclusively for NIU College of Law students from outside sources such as the E.J. "Zeke" Giorgi Scholarship and the Russell E. Burns Scholarship. There are numerous resources for funds in addition to these and students are encouraged to visit the Financial Aid Resources Library within the Office of Admissions and Financial Aid, Room 151 Swen Parson Hall. In this library, information is available on scholarships, grants and writing contests. Additionally, a listing of writing competitions is available on the College of Law website under "Financial Aid". Deadlines are published within the *Docket*. Eligibility requirements, topics and deadlines may change; therefore, once a possible resource is located, students are urged to check the individual scholarship's website to confirm information.

The Special Assistants to the Director of Admissions are available to assist law students with their financial aid research. To speak with one of the Special Assistants, please call 815-753-8595 or e-mail the Office of Admissions at [lawadm@niu.edu](mailto:lawadm@niu.edu).

## **Loans**

The College of Law participates in all Title IV programs available to graduate and professional students. These programs include the Federal Direct Stafford Loan Program, which is composed of Federal Subsidized Loan and Federal Unsubsidized Loans.

### Subsidized Federal Stafford Loan

Currently, up to \$8,500 is available each academic year under the Subsidized Federal Direct Stafford Loan Program to students who meet the need criteria. Interest on the loan is paid by the federal government while the student is enrolled with at least half-time status. The student must begin repaying the loan six months after graduation or within six months of withdrawing from the College of Law or within six months of dropping below half-time status.

### Unsubsidized Federal Stafford Loan

Law students with or without demonstrated "need" may obtain up to \$20,500 each year from the Unsubsidized Federal Direct Stafford Loan Program. Those who are eligible for any of the \$8,500 Subsidized Federal Direct Stafford Loans will have that amount subtracted from their available Unsubsidized Federal Direct Stafford Loan. The U.S. Department of Education does not pay the interest. The student is responsible for paying the interest that accrues on the loan from the time the loan is disbursed until it is paid in full. While in law school, the student may either pay the interest or allow the interest to accrue.

### Federal Direct Graduate PLUS Loan

Law students who are enrolled at least 9 credit hours per semester are eligible to borrow under the Direct Graduate PLUS Loan Program up to their Cost of Education minus other estimated financial assistance. The amount of the law school budget over \$20,500 may be borrowed on a Federal Direct Graduate PLUS Loan. Graduate PLUS entrance counseling is required if the student has not received prior Graduate PLUS Loans through the Direct Lending Program. Students must complete a **Direct PLUS Loan Request Form** (available at <https://www.dl.eu.gov/borrower/BorrowerWelcomePage.jsp>) and **Master Promissory Note** (available at <https://studentloans.gov/myDirectLoan/index.action>). Students will be required to pass a credit check.

### Bar Loan

Bar study loans are specifically designed for law students. They assist with bar application cost and living expenses during that period. Bar study loan applications are available online. Students are advised to check with their current student loan lender or other lenders to secure the best interest rate for this type of private loan. Bar study loans usually cannot be consolidated with other law school student loans. The Bar Study Loan Application and Promissory Note must be certified by the University Student Financial Aid Office **prior to graduation**. Students must complete and sign the application and bring it to the University Student Financial Aid Office for certification. The application may be denied if the student does not demonstrate a good credit rating.

### Loan Eligibility

Student loan eligibility is based on the cost of attendance for the College of Law. Please see the “Tuition & Fees” section on the College of Law website for current information.

All forms of aid (i.e. non-repayable grants, scholarships, work-study) will be subtracted from the individual student’s loan budget. The remaining balance may be awarded to the student in the form of a student loan. Loans may not exceed the cost of attendance *minus* other forms of aid. The cost of attendance includes the following: tuition, fees, room & board, books, supplies, and transportation. Childcare and disability-related expenses may also be considered if applicable.

### **RE-EVALUATION OR APPEAL**

College of Law students may appeal their original Financial Aid evaluation. Two reasons may prompt this request: 1) to request additional subsidized funding or 2) to request a higher cost of attendance/student budget. To appeal the initial award, the student must prove that his or her expenses exceed the budget set by NIU for the items listed under ‘Loan Eligibility.’ The University’s Student Financial Aid Office reviews these appeals and makes a professional judgment. There is no guarantee that an increase will be granted if there is no reason for the extra expense. Students are advised to obtain their original checks and thereafter, appeal for additional monies.

### **RESIDENCY REQUIREMENTS**

Residency is determined and approved by the Northern Illinois University Office of Registration and Records rather than the College of Law. In-state residency applications are available at:

<http://www.reg.niu.edu/regrec/residency/petition.pdf>.

## **IX. CAREER OPPORTUNITIES AND DEVELOPMENT**

### **FIRST YEAR**

On or after November 1 each year, an orientation seminar introduces the first year students to this important service. First year students may be counseled individually by appointment in resume building and job search skills.

First-year students are encouraged to participate in the 1L Mentoring program. Students are matched up with practitioners who serve as their mentors during the first-year. Information on the program will be available during orientation week.

NALP (National Association for Law Placement) rules bar prospective employers and first year law students from initiating contact or interviewing before December 1.

### **SECOND YEAR**

The fall of the second year, students have the opportunity for on-campus interviews with interested firms. Career Opportunities reminds students to be sure resumes are updated upon return to school.

#### **Supreme Court Rule 711**

Students completing the second year (54 credits) may be eligible to obtain a 711 License (per Illinois Supreme Court Rule 711) and perform limited legal services under the supervision of a member of the bar. To be eligible, a student must have achieved a cumulative grade point average of 2.00 or better based on at least 54 hours (three-fifths of the total hourly credits required for graduation). Eligibility must be certified by the Dean of the law school. Finally the student must have been hired by an appropriate office, (usually by public defender, state's attorney or subdivision of state).

- Process:
1. Obtain 711 application from Career Opportunities (also available at [http://www.niu.edu/law/clinic/clinic\\_courses.shtml](http://www.niu.edu/law/clinic/clinic_courses.shtml))
  2. Employer completes form.
  3. Student signs form and attaches a photo (obtain from Career Opportunities).
  4. Form is sent to Records Office for certification.
  5. The Dean signs completed application.
  6. Form is sent to state for processing.
  7. Student receives license in mail.

### **THIRD YEAR**

On-campus interviewing opportunities continue in the fall of the third year. Seminars at the end of the fall semester or the beginning of the spring semester explain the bar process.

#### **JOB POSTINGS (STUDENTS AND GRADUATES)**

All COL students will receive our weekly newsletter, "Career Corner". "Career Corner" will have information about student jobs, volunteer opportunities and networking events.

Job placement information is also available online to COL students and alumni at no cost. There is a password for the job bulletin that you can receive by contacting the Career Opportunities Office or reading "Career Corner". The website is <http://www.niu.edu/law>. Select "Current Students". Then

select "Career Opportunities" and then "Job Bulletin". You will then be asked for the password that you can obtain from the Career Opportunities office.

## **ALUMNI SERVICES**

Alumni are further encouraged to stay in contact with the College of Law. The office maintains a database tracking alumni. This valuable tool facilitates networking and helps both alumni and new graduates stay abreast of new opportunities.

## **MISCELLANEOUS**

### **STUDENT FILES**

Career Opportunities maintains an individual resume file for each student. The file should contain a current resume and, a "Release of Information" signed by the student.

### **EQUIPMENT AVAILABLE FOR STUDENT USE**

- a. Binders:  
Resume Writing booklet, Interviewing booklet.  
Bar exam information for each state, graduate program information for ABA Law Schools.  
Placement information from other schools, publications, Bar association information.  
Westlaw and LEXIS information  
Articles of interest  
Miscellaneous and current firm information.  
  
Please do not take the last copy of any materials. Please return materials that you use to the place where you found them.
- b. Publications:  
Books and newspapers are located along the wall. Please use them in the office, copies may be made of materials you wish to take with you.
- c. Computer:  
Software includes WordPerfect, Microsoft Word and LEXIS. Use the computer to develop and update your resume. Save to your flash drive. This computer is not for legal writing or research.
- d. Copier:  
to be used for copying resumes and other job-related documents only.
- e. Fax machine:  
students may fax resumes to firms at no cost.  
Please check with the office staff before using the fax.

### **GUIDEBOOKS**

- a. Interviewing
- b. Resume-development

## **UNAUTHORIZED PRACTICE OF LAW**

It is not uncommon for individuals to seek out law students for legal advice. However, a law student is not authorized to practice law. Therefore, a law student should refrain from accepting positions in which they will be rendering legal services unless they are under the supervision of a licensed attorney.

## **ON-CAMPUS INTERVIEWS**

Career Opportunities maintains a listing of firms interviewing on campus. The listing specifies the interview date and stated qualifications (2L, 3L, accounting, etc). Students wanting to interview with a firm must have a resume in the Career Opportunities Office by the specified date. Resumes will be sent to the firm as a group. The firm will determine whom they will interview and a list of interviewees will be posted. Interview times will be assigned on a first come first served basis. If unable to keep your scheduled appointment, you must notify Career Opportunities ahead of time. Failure to comply with this requirement will bar you from future on campus interviews with any other firms and reflects poorly on the College of Law in general.

### **Interviewing in General**

1. Only request interviews with employers in whom you have a genuine interest.
2. Be specific about whether your academic credentials and experience fit with an employer's specified qualifications or preferences.
3. Review the employer's materials on file.
4. Prepare in advance so that you will be able to ask thoughtful questions during your interview.
5. Be prepared to discuss your resume.
6. Have readily available copies of your transcript and a brief writing sample.

### **Callback Interviews**

1. Respond promptly to call back invitations and either schedule the second interview or decline.
2. Schedule a second interview only with employers you are seriously considering.
3. Avoid rescheduling interviews unless absolutely necessary and cancel or reschedule as far in advance as possible.
4. Arrive on time to your interview, and be prepared to stay as long as is necessary to complete all scheduled interviews. When you schedule the interview, ask how much time to allot.
5. Bring copies of your transcript and a writing sample. If your writing sample is a work assignment from a previous employer, ask permission of that employer to distribute the document and delete all identifying references to the client or parties involved.
6. Be sure to give a reliable telephone number. An answering machine with an appropriate message is helpful.
7. Have an appropriate email address.
8. Following a callback interview, if you do not wish to be considered for an offer, inform the employer promptly that you wish to withdraw from consideration.

## **Reimbursable Expenses**

Some employers will reimburse you for expenses you incur for a callback interview. Discuss reimbursement procedures before you travel to meet with the employer.

## **Offers**

If you accept or have no intention of accepting an offer, please inform the employer by telephone or letter as soon as possible. Familiarize yourself with the NALP Principles and Standards for Law Placement and Recruitment Activities, Part V., "General Standards for the Timing of Offers and Decisions" (available in Career Opportunities Office).

## **RECIPROCITY POLICY**

Reciprocal agreements with other law schools allow second and third year law students and graduates of those schools to use similar career services. A letter of introduction from a student's law school Career Services Director shall be sent in advance or accompany each individual who wants to make use of another school's facilities. On-campus interviews are not available to reciprocal students, nor should they avail themselves of free use of equipment paid for by that school's student fees (i.e. copy & fax machines).

You can ask us for reciprocity with other law schools, allowing you to contact them for information about job openings. You can only use one other school at a time, the reciprocity usually lasts for six months, and the other schools will not let you use their services without a letter from us.

## **EMPLOYMENT**

Career Opportunities will give you a survey form on April 15 of your graduation year, asking you to fill out information that will 1) give the Career Opportunities Office statistics on how many 3Ls have jobs prior to graduation and 2) tell us how to contact you after you graduate.

In December, after graduation, you will be asked to fill out a survey, which will be used to provide statistics on your class to the National Association of Law Placement.

In a typical year, 40% of your class will be employed by the time you graduate. Close to 75% will be employed by November. By February 15th of the year after you graduate 92 to 95% of you will be fully employed.

As soon as you have graduated, change your resume:  
Juris Doctor, May 20xx and list any honors (cum laude, etc.)

ALSO: when you have passed the Bar and have been admitted, change your resume again to  
ADMITTED TO PRACTICE:  
State of Illinois, November, 20xx  
U.S. District Court, Northern District, December, 20xx

If you need to make money while you are looking for your legal job, consider temporary agencies and non-traditional jobs.

## **X. ADMISSION TO THE BAR**

### **CHARACTER AND FITNESS**

Each state sets its own requirements for admission to the bar. These requirements normally include character and fitness requirements as well as other requirements. Applicants are advised to contact the state bar in the state in which they intend to practice for further information.

### **CONTINUING OBLIGATION TO DISCLOSE INFORMATION**

In addition to the above policies, all students are reminded that in order to comply with state bar examiners' character and fitness requirements for admission to the bar, all students attending the College of Law have a continuing obligation to disclose immediately any and all circumstances and events occurring after the date of submission of their application until the date of their graduation which may bear on their character and fitness to join the Bar. This includes, but is not limited to, the four questions listed below that are asked on the College of Law application for admission.

1. Have you ever been subjected to dismissal, suspension, probation, or other disciplinary or academic sanction by any college, university, professional school, or professional association?
2. In a paid or volunteer employment setting, have you ever been accused of misconduct, disciplined, permitted to resign in lieu of discipline or discharge, discharged or permitted or requested, formally or informally, to resign from or terminate employment?
3. Have you ever, including when you were a juvenile, been formally or informally detained, restrained, cited, summoned into court, taken into custody, arrested, accused, convicted, placed on probation, placed on supervision, or forfeited collateral in connection with any offense against the law or an ordinance, or accused of committing a delinquent act?
4. Have you ever been charged with a traffic violation involving felonious conduct or the use of or possession of alcohol or drugs which resulted in time spent in custody, a fine of \$200 or more, or the revocation or suspension of your driver's license?

These disclosures should be made in writing to the Associate Dean for Student Services.

### **MPRE**

Almost every state requires the Multistate Professional Responsibility Examination (MPRE). It is given three times per year; usually in March, August, and November. Each state has different passing scores.

### **BAR APPLICATION**

In Illinois, there is a two-step process that must be completed to sit for the bar examination. Step One is referred to as "Law Student Registration" and typically is completed during your first year of law school. Step Two is referred to as "Bar Exam Application" which is completed during a student's third year. Forms for both steps must be filed electronically with the Illinois Board of Admissions to the Bar. Visit [www.ibaby.org](http://www.ibaby.org) for more information.

While not required, it is strongly recommended that students complete the first step, "Law Student Registration," during their first year of law school. First-year filers receive a substantial discount on their filing fee. The filing fee is \$100 for applicants who register by March 1<sup>st</sup> of their first year of law

school. Applicants who register after that date pay \$450.

The second step, “Bar Exam Application”, must be filed by September 1<sup>st</sup> for the February exam and by February 1<sup>st</sup> for the July exam. The filing fee is \$250.

### **BAR EXAMINATION**

The Illinois Bar Examination is a two-day, twelve-hour test given in July and in February each year. On the first day of the examination, applicants complete nine half-hour essay questions and the Multistate Performance Test. On the second day of the examination, applicants sit for the 200-question Multistate Bar Examination. The MBE is given nationally on the same day for all states using this multiple choice exam.

Essay subjects tested on the first day are agency, commercial paper, conflict of laws, corporations, equity, family law, federal jurisdiction and procedure, Illinois civil practice, partnership, personal property, sales, secured transactions, trusts and future interests, and wills.

The MPT is a 90-minute practical skills test focusing on an applicant’s organizational and analytical skills. This exam asks applicants to read and evaluate a hypothetical problem and the law applicable to it and write a document such as a memorandum or a trial brief.

Subjects tested on the MBE are constitutional law, torts, evidence, property, criminal law and procedure, and contracts and sales.

### **Bar Exam Results**

Results of the Bar exam will come after the first weekend in October. You will be allowed to see your test if you have not passed.

### **ADMISSION CEREMONIES**

Admission ceremonies are usually the first Thursday in November. You will be admitted in the District that you applied from. First District (Cook County) is held at Arie Crown in Chicago and is a mass swearing in. Second District is held in Elgin and each person walks across the stage and receives their certificate. The Third, Fourth, and Fifth Districts are similar to the Second District ceremonies.

About two weeks after being admitted you will receive a letter and application for Federal District Court. You are eligible for a mass swearing-in in December in Chicago and simply have to fill out the form and pay a fee. The Attorney Registration and Disciplinary Commission will send you a form to pay a fee to register every year. You must fill out the form and pay the fee each year to maintain your active status.

## **XI. STUDENT SERVICES**

### **ACADEMIC COUNSELING**

Associate Dean Lenny Mandell is available generally or by appointment for student counseling concerning academic or personal matters. Students should seek assistance from Associate Dean David Gaebler for any concerns regarding faculty, courses (e.g. registration, grades), or curriculum.

### **ALCOHOL POLICY**

Any event sponsored by a law school organization which provides alcohol either in the law school building or outside of the College of Law, must have prior permission from the Dean's Office. Alcohol also should not be stored in spaces under the control of student organizations. Additionally, a faculty member or director must be present at the event at all times. Alcohol may not be served in the law school prior to 4 p.m. without the Dean's permission.

### **ANNUAL SOCIAL EVENTS**

#### **Orientation Picnic**

First day of orientation, sponsored by the SBA.

#### **Deans' Picnic**

Second week of classes, sponsored by the SBA.

#### **-Palsgraf Dance**

The SBA sponsors a costume party prior to Halloween. Ticket price is subsidized by the SBA.

#### **Barrister's Ball**

Business and semi-formal attire are appropriate for this SBA sponsored dinner and dance activity each Spring. Ticket price is subsidized by the SBA.

#### **Graduation**

Graduation for the College of Law is usually scheduled for the Saturday before Memorial Day. This is designed to accommodate out of town guests.

### **BOOKSTORE**

Two bookstores serve the NIU community. The University Bookstore is located in the lower level of Holmes Student Center. The Village Commons Bookstore, a privately owned business, is located on Lucinda Avenue at Annie Glidden Road. Both sell new and used casebooks, treatises, and other law school-related materials. Students receiving financial assistance can charge up to \$500 in books and school supplies to their University account.

Book orders may also be placed through on-line websites such as Law.com or Amazon.com.

### **BUS SYSTEM**

The Huskie Bus Line serves the students of Northern Illinois University. Route maps and time schedules may be found at the Huskie Line Web site: <http://www.huskieline.com/>. The Greyhound bus company also serves DeKalb.

## **CENTER FOR ACCESS-ABILITY RESOURCES (CAAR)**

Students with special needs, especially with regard to exam-taking or other accommodations, should be evaluated at the Center located at University Health Service Fourth Floor. The number is 753-1303.

If a student believes that he or she may have a physical or learning disability that would affect classroom participation, mobility within the College, ability to take examinations, or otherwise limit full involvement in student life, the student should contact the Associate Dean for Student Services. The College is committed to ensuring that every aspect of the College will be as accessible as possible.

The Center for Access-Ability Resources is where students with disabilities should seek information, counseling, and assistance on all necessary, reasonable accommodations. The CAAR Web site address is: <http://www.niu.edu/caar/>, or you may call 815- 753-1303 (voice) and 815-753-3000 (TTY) for more information. Ms. Melanie Thompson is the Director of the Center.

## **CHILD CARE**

The Campus Child Care Center at NIU is a nationally accredited licensed facility that provides a supportive service for families of students, faculty, and staff. The center is staffed with qualified teachers who design an educational program for children between the ages of two and six. The center is located on the east side of Annie Glidden Rd. behind Gabel Hall and operates between the hours of 7:15 a.m. and 5:45 p.m., Monday through Friday. Additional information may be obtained by viewing the Campus Child Care Center Web site at: <http://www.niu.edu/cc/aboutus/index.shtml>, or by calling 753-0125.

## **CLASSROOM RESERVATIONS**

Reservations for classrooms and the Faculty Conference Room are made with the Faculty secretaries in Room 190 or phoning 753-0618. Classrooms may be reserved for use by Law school organizations. Reservations for the Thurgood Marshall Gallery are made with the Associate Dean for Student Service's Office Manager in Room 172A, or by phone at 753-9488. In order to satisfy priority needs, the College reserves the right to cancel any room reservation. Efforts will be made to notify the organization's representative promptly after the cancellation occurs, but failure to provide actual notice shall not affect the cancellation.

## **COPY CARDS**

There are copy machines in the law library for student use. These machines are activated by a copy card. The copy card may be used to operate all student accessible machines on campus - such as in the Holmes Student Center, and Founders Memorial Library.

## **COUNSELING**

The Counseling and Student Development Center is located in the Campus Life Building 200. The phone number is 815-753-1206. Available services include psychological counseling, crisis intervention, and psychiatric evaluation; substance abuse assessment; career counseling; and educational skills assistance.

## **FOOD SERVICES**

The Huskie Hub, the Blackhawk Food Court, Subway, and Ellington's Restaurant are located within the Holmes Student Center. Vending machines are located on the first floor, center court of Swen Parson

Hall, and the first floor of the Holmes Student Center. Students living in the residence hall are provided meals at specified times if they have purchased a meal plan.

## STUDENT SAFETY

**Late Night Ride Service** – The Late Night Ride Service provides free, door to door, no questions asked rides to NIU students on a daily basis, 10 pm until 6 am. The service operates out of the Department of Public Safety and is staffed by the dedicated members of our Security Guard Division.

The Late Night Ride van is wheelchair accessible and can seat up to seven passengers. A second Late Night Ride vehicle can seat up to six passengers and is available on nights when staffing and demand permits.

Call the Late Night Ride Service at 815-753-2222 and be prepared to provide the following information:

- Your location
- Your destination
- Number of riders
- Your first name
- A call-back number where you can be reached in case of delays
- Any special needs

**NIU Alert Text Messaging System** – In the event of a campus emergency, a text message can be sent to your cell phone. Sign up for free at [www.niu.edu/alert](http://www.niu.edu/alert).

**Crime Prevention Message** – Crime is a community problem and the Department of Public safety is seeking your assistance in an effort to provide a safe and secure environment in which to work and live. You can help by implementing some of these suggestions as a part of your daily routine.

### Protecting Personal Property

- Participate in *Operation Identification* by engraving your driver's license number on personal valuables.
- Keep purses and handbags LOCKED in a desk or file cabinet – do not leave them exposed or unlocked.
- Garments and valuable items in pockets can be targets for a thief. Keep this in mind when hanging up or checking a coat.
- Do not carry large sums of money on your person.
- Your vehicle should have all valuable items removed from sight, the keys removed, the windows rolled and the doors locked.
- Bicycles should be secured with a good quality chain or cable and locked to a bicycle rack, and registered with the City of DeKalb.

### Self Protection

- Avoid walking alone at night in isolated or poorly lighted areas.
- Be alert! If you should be followed, go to a better lighted area or toward a group of people or toward a building.

- Hitchhiking is a bad idea. Don't pick them up either.
- Park your car in a well lighted area with the doors locked. Look into the vehicle before reentering.
- Report suspicious persons or activity to the Department of Public Safety.

## **STUDENT LIFE**

NIU College of Law recognized that in order for students to preserve through their rigorous academic program, they must balance their personal lives, taking care of themselves and their families. As a large and diverse campus, NIU offers more to its students than just an academic education. A variety of activities are available for students to enjoy including many musical and fine arts performances, art exhibits and galleries, museums, guest lectures, and a wide variety of recreational opportunities. In addition, NIU competes in Division I athletics with excellent facilities, including a multi-purpose Convocation Center.

A complete range of services is also available to NIU students including comprehensive health care, counseling, childcare and career planning. A bus system operates throughout the campus and the community, allowing students to live, dine, shop, and enjoy the community while maintaining easy access to campus.

The greater NIU community provides many cultural and recreational opportunities as well as the support services that all of our students need in order to focus on their academics.

Northern Illinois University is required to comply with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act). In accordance with the Clery Act, each year Northern Illinois University prepares an Annual Security Report. This report contains statistics for the previous three years concerning reported crimes that occurred on campus. This report also contains institutional policies concerning campus security and other matters. You may access it through the Web at [www.facdev.niu.edu/legalservices/clery/index.shtml](http://www.facdev.niu.edu/legalservices/clery/index.shtml). It is also available to all applicants upon request by calling the Department of Public Safety at 815-753-1212.

## **HEALTH CARE**

The University Health Service (UHS) provides primary health care to all registered students, full or part time, who have paid on-campus tuition and fees. Students are required to show their current valid NIU photo ID before service is provided. *Students may use the Health Service whether or not they are enrolled in the Student Health Insurance program.* Fees may be charged to students without proper insurance coverage. Please view the UHS Web site at: <http://www.niu.edu/healthservices/>.

The UHS offers hours to meet the scheduling needs of most students. During fall and spring semesters, some weekday early evening and Saturday hours are available.

All UHS physicians have completed post-graduate training and are specialists in a wide range of clinical areas. The clinical areas/services include:

**Acute Care Clinic**--injuries, illnesses, and minor surgical procedures.

**Allergy Clinic**--administration of allergy serums.

**Gynecology Clinic**--family planning sessions and services, examination for and treatment of gynecological illnesses.

**Immunizations and Related Services**--immunizations, testing for certain communicable diseases, anonymous HIV testing, sexually transmitted disease follow up, and health related travel services.

**Self-Serve Cold Stop**--self-care service which allows students to quickly assess and evaluate cold-like symptoms.

**Medical Clinic**--assessment and treatment of acute or chronic medical conditions.

**Nutrition Counseling**--individual nutrition assessment, and/or counseling.

**Psychiatric Care**--individual out-patient psychiatric assessment, counseling, and/or referral.

**Health Enhancement Services (HES)**--a health promotion and disease prevention program.

**Appointments**--Appointments are not required in the Acute Care Clinic. Appointments are required in the Allergy Clinic (753-9760), Medical Clinic (753-9594), Gynecology Clinic (753-9731), and Psychiatry Clinic (753-1311). There is a fee for missed appointments in some UHS areas. Additional diagnostic and therapeutic services are available through the laboratory, pharmacy, x-ray, and physical therapy areas. Arrangements are made for introductory referral to a wide range of specialists as appropriate. The UHS also arranges referrals for specialty consultation and/or care when necessary. Additionally, students may seek care elsewhere. However, the UHS does *not* pay for medical care received elsewhere. Students are advised to check their health insurance coverage to determine if some or all of the expenses are reimbursable.

The University offers a separate student health insurance plan to help cover expenses for off-campus medical care. For more information about the student health insurance plan, phone (815) 753-0122. For additional information regarding the UHS, call (815) 753-1311.

## **STUDENT HEALTH INSURANCE**

Students registered for nine or more semester hours by the thirtieth day of the fall or spring semester are automatically charged the fee for student health insurance. The student health insurance plan provides coverage for hospitalization and/or medical treatment for an accident or illness.

Students enrolled for six-eight semester hours in the fall or spring semester may purchase student health insurance within the first 15 calendar days of the semester.

Eligible dependents of insured students, including spouse and unmarried children who depend on the student for support and are under 19 years of age, may also be insured. The insured student may apply and make payment for dependent coverage at the Student Insurance Office within the first 15 calendar days of the semester.

Students who have been assessed the student health insurance fee and can provide evidence of comparable insurance coverage may apply for cancellation of the insurance fee. To begin the cancellation process go to <http://www.studentinsurance.niu.edu/shi/waiver/index.shtml>. You will need your z-id number to login to the site. You will also need your insurance ID card. The deadline to cancel fall insurance is September 15, 2009. No waivers will be accepted after that date! The cancellation is good for one year only. The waiver process must be repeated every fall if you do not want insurance. More information may be obtained from the Student Insurance Office located in the Health Service Building, Room #201, (815) 753-0122, or by going to the Web site: <http://www.studentinsurance.niu.edu>

### **IMMUNIZATION POLICY**

Illinois state law and University policy require that all students born on or after January 1, 1957, provide written evidence of current immune status with respect to certain communicable diseases, or evidence of exemption from this requirement. Currently, the diseases for which all students must show immunity are measles (rubeola, “7 day measles”), German measles (rubella, “three day measles”) tetanus, diphtheria, and mumps. Students whose first enrollment at NIU was in the Fall 1989 semester or later are required to comply with the policy; previously enrolled students are exempt.

Evidence of immunization should be provided no later than the beginning of the student's first term of enrollment at NIU. Failure to provide this documentation will result in an encumbrance being placed on the student's record, which will prevent further enrollment. Students not in compliance with the immunization law by the first day of their first term will be assessed a \$25 late processing fee.

Health Services accepts signed copies of immunization records from high schools, other universities or colleges, as well as health care providers. A physical examination is **NOT** required. A form is available at the bottom of the Web site at: <http://www.niu.edu/healthservices/immunizations/index.shtml>.

### **HOUSING OFFICE**

The Student Housing Office is located in Neptune East (753-1525). Information is available for University residence halls, on-campus independent living at the Northern View Community and off-campus housing. The Housing Office offers various residential facilities to accommodate students. On-campus living options include high-rise towers that provide suite-style living and single bedroom options. For inquiries about residence halls, please contact the Residential Administration Office located in Neptune East at (815) 753-1525 or visit [www.housing.niu.edu](http://www.housing.niu.edu). SHDS has made available a portion of one of the buildings in the Northern View Community for law students to develop a sense of community among these residents. The Northern View Community offers unfurnished one, two, and three bedroom apartments on the west side of campus. All utilities are included with the rent, including university cable and Internet service. Each apartment has central heating and cooling along with a fully equipped kitchen including dishwasher, stove, refrigerator, microwave, and garbage disposal. Each apartment also has a washer and dryer. Each apartment can be contracted for either a 9 or 12-month lease. For questions regarding rent and other amenities, please check the Northern View Community website at <http://www.niu.edu/NorthernView/> or call 815-752-VIEW. Check bulletin boards for available private housing.

### **NIU ONECARD**

A Photo I.D. card can be obtained in Holmes Student Center, HC7, lower level. Office Hours are 8:30 a.m. to 4:00 p.m. Monday through Friday.

## **LAW SCHOOL COMMUNICATIONS**

Faculty, deans, staff, and other students will provide you with essential information on a daily basis. To stay in touch, you should regularly check the following sources:

### **NIU Email**

All important emails from the law school administration will come only to your official NIU email address [Z-address], including announcements regarding grades and registration. You should use this email address when communicating with faculty and staff.

### **Law School Blog**

The Law School Blog will contain all up-to-date information regarding NIU Law activities, class cancellations, etc. You can sign up for the blog at- <http://niucollegeoflaw.blogspot.com>. Information about the blog and the governing policies can be found at [http://www.niu.edu/law/calendar/student\\_announce/blog\\_info.shtml](http://www.niu.edu/law/calendar/student_announce/blog_info.shtml).

Officers of SBA-recognized student organizations may submit requests to the Associate Dean for Student Affairs for announcements to be posted to the blog. Such requests will normally be granted subject to the following policies:

1. The preferred method of ensuring an announcement is posted to the blog is to submit it to the Docket. All events and announcements posted to the Docket are automatically cross-posted to the blog on the day the Docket is published.
2. If the announcement is too time-sensitive to wait to be published in the next scheduled Docket, an officer of an SBA-recognized student organization may submit a request to the Associate Dean for Student Affairs for the announcement to be posted directly to the blog. Such requests will normally be granted subject to the following:
  - a. The Associate Dean for Student Affairs and the Webmaster reserve the right to edit any such submissions for reasons of length, grammar or spelling prior to posting them to the blog.
  - b. Under ordinary circumstances, only one post per week related to the announcement or event will be made. (For example, if an organization is selling tickets all week to an event on the weekend, only one blog posting would be done that week – that is, a daily blog posting would not be made to remind readers that tickets were still available, etc.).
3. Requests from individual students will not be granted without prior approval of the Associate Dean for Student Affairs.

### **Docket**

The Docket is published weekly and distributed to students via email Friday afternoon and the Law School Blog. It includes a calendar that highlights coming events as well as Career Opportunities and scholarship information. Items for publication are submitted to the Associate Dean of Student Services' Office Manager in Room 172A. The deadline is 1:00 p.m. Thursday for the next edition.

## **Mailboxes**

Mailboxes are located immediately across the hall from the Law Library entrance. Students are encouraged to check their mailboxes for messages and other information daily. Announcements and information are available in hard copy in the mailboxes.

## **Bulletin Boards**

There are a number of bulletin boards on the lower level of the law school that provide useful information. Only notices having prior approval of the Dean's Office may be posted on bulletin boards. Class assignments, changes, and cancellations are posted on the main academic bulletin board across from Room 179. These official notices are also posted on the blog. Each College of Law organization has a specified area in which to post information and activities.

## **Web**

The law school webpage [[www.niu.edu/law](http://www.niu.edu/law)] is a resource for the law school community, prospective students and the public. It contains important information about law school events, faculty activities, and staff/office information.

## **LOCKERS**

Lockers are located in various areas on the lower level of the law school. Law students may reserve a locker each Fall by completing the registration form taped on the front of the locker and turning the form in to the Office of Budget & Records, SP 276. Students must furnish their own lock. Shortly after classes begin, locks will be cut from all lockers which have not been reserved and blank forms attached. These lockers are then available to be reserved. To change lockers, complete the form and contact the Office of Budget & Records.

## **PARKING AT NIU**

A student who plans to park a car at the University is required to purchase a parking sticker or park in a lot where an hourly fee is assessed. Parking stickers may be purchased at the Parking Division of the University Security Department, located at the corner of Normal Road and Lincoln Terrace, across from the Psych-Computer Science Building. a) **Yellow Parking Permit:** Available to commuting students (those residing outside the city of DeKalb, those who do not have a DeKalb address, or those who live more than 5 blocks from a Huskie Bus line bus stop) and to graduate assistants who are not living in university-owned housing. A DeKalb post office box does not qualify as an address for the purposes of Campus Parking Services. A reserved parking space may be available for an additional fee. b) **Orange Parking Permit:** Available to students living in university-owned housing on a first-come, first-served basis until limit is obtained. A reserved parking space may be available for an additional fee. These permits are available as window decals only. Orange permit holders are restricted from parking and idling east of Annie Glidden Road, Monday-Friday from 7 a.m.-7 p.m. Use of the pay lot as a residence hall lot is prohibited. c) **Brown Parking Permit:** Available to any student not living in university-owned housing. Additional parking is available after 4 p.m. in blue lots that are designated by a circle on the map. **Students for whom a brown permit is not suitable because of their distance from campus, location in the city, or any other special circumstances may appeal for special parking consideration. Appeals should be directed to the Campus Parking Services Office.** Orange stickers cost \$75 per year or \$54 per semester. Brown parking permits are for students not living in university-owned housing for \$37 per year, or \$32 per semester. Commuting students pay \$75 per year or \$54 per semester for a yellow parking sticker. Parking stickers are color-coded to

correspond to the lots in which they may be used. Additional information and maps outlining the color-coded lots are available at the Parking Office or online at <http://www.niu.edu/parking/maps.html>. Students are encouraged to pick up parking stickers early.

### **SMOKING POLICY**

Swen Parson Hall is a no-smoking facility. Smoking only is permitted outdoors, more than 15 feet from the building.

### **SPORTS/RECREATION**

In the College, the Student Bar Association sponsors a basketball league in the spring semester. Also on campus, located in the Student Recreation Center, the Office of Campus Recreation provides a broad-based recreation program for the entire University community. Activities include intramural sports (organized tournament play), creative arts, fitness/weight training opportunities, aerobics, yoga, club sports, and outdoor adventures such as canoeing, backpacking, kayaking, caving, and rock climbing.

In addition to organized activities, the student recreation center and swimming pools are open for self-directed pursuits. Facilities for basketball, volleyball, badminton, table tennis, tennis, pickleball, and a three-lane jogging track are available. Ten racquetball/handball/wallyball courts, five with viewing walls, are also included. In addition, there is a weight training room fully equipped with free weights and a fitness room with hydra-fitness machines, exercise bikes, rowers, ski trainers, and stair masters. Locker and shower facilities with sauna are provided. Equipment for outdoor pursuits is available for checkout through the Outing Center located on the west end of the student recreation center.

The Holmes Student Center houses the Huskies Den; a bowling alley and gaming facility with big screen TV's and concessions.

## XII. CO-CURRICULAR PROGRAMS

### NIU LAW REVIEW

The Law Review Office is located on the third floor of Swen Parson Hall above the Marshall Gallery in Room 350. The phone number is 753-0619.

#### Purpose

The *Northern Illinois University Law Review* is a student-edited journal that publishes articles designed to assist the legal community and to stimulate critical discussion of current legal, policy, and social issues. Members of the Review participate in an intensive two-semester writing and production program designed to develop writing and editing skills.

#### Eligibility

Membership to the *Review* will be offered to the class entering the second year as follows:

- 1. To be eligible for membership to the *Review*, a student must have participated in the summer write on competition.**
  - a. Invitations to compete in the summer writing competition shall be extended to all students in good-standing according to the academic policies of the law school. Those students who are not in good standing will not be extended *Review* membership.
  - b. The writing competition shall be conducted by the Board of Editors in accordance with the written rules designated to insure anonymity and impartiality. All write on submissions shall be graded based on the factors articulated in the Law Review Handbook.
  - c. Transfer Students are eligible to compete in the write-on competition provided they expect to remain at the College of Law for four or more semesters. Any transfer student is eligible to compete in the write on competition provided they have completed thirty (30) semester hours of study at an ABA accredited law school.
  - d. Part-time students are eligible for the writing competition upon the completion of thirty (30) semester hours of study at the College of Law. Admitted part-time staff members are subject to the same requirements and duties as full-time staff members.
  - e. Any student having completed the first year but withdraws for extenuating circumstances from the University before the commencement of the second year may compete in the write on competition the summer before the student resumes his/her second year of study. A student who competed in the write-on competition prior to withdrawing from the University may compete in the competition for a second time the summer before resuming his/her second year. A student who competed in the write-on competition and was offered an invitation but subsequently withdraws from the University prior to the commencement of the second year no longer has an outstanding invitation and must compete in the write-on competition the summer before his/her second year.

- f. Any student participating in the write on competition must sign a waiver allowing the law school to disclose their first-year GPA to the law review. GPA information will only be reviewed by the Editor-in-Chief and will be kept confidential from all other individuals.

**2. Twenty-five (25) membership offers will be extended to those participating in the summer write on competition as follows:**

- a. Nine (9) of the available membership slots will be offered to the students with the highest write on competition scores.
- b. Eight (8) of the available membership slots will be offered to the students possessing the highest law school GPAs in their class who submitted a “passable” write on competition assignment
- c. Eight (8) of the available membership slots will be offered to remaining write on competition participants who had the highest composite write on competition score. A student’s composite write on competition score is based on a combination of the student's write on score and his/her GPA.

**Upper-Division Writing Requirement**

In some cases, subject to the review and approval of the Faculty Advisor, Law Review articles may satisfy the upper-division writing requirement for graduation (see pages 28 and 29).

**MOOT COURT SOCIETY**

**Purpose**

The Moot Court Society is a student organization whose purpose is to further the advancement of appellate advocacy at Northern Illinois University College of Law and in the legal community. It is intended for those students who wish to improve their oral advocacy and brief writing skills.

**General Information**

The Society draws its members from those students who have participated in the Prize Moot Court Competition offered to second-year students in the spring semester, or other co-curricular moot court competitions. Members participate in the formulation of the Prize Moot Court problem, the administration of the program, and the judging of arguments in other programs. They are also eligible for membership on the law school's third year teams which participate with other law school teams in regional and national competitions.

Membership status is automatically conferred upon any eligible full-time student at the College of Law who registers and competes in the NIU Prize Moot Court Competition. The Moot Court Board is headed by a Chief Justice and a number of associate justices. The Associate Dean for Student Services is the faculty advisor.

The Chief Justice and associate justices are chosen following completion of the second-year competition. Only participants in the second-year Prize Moot Court Competition are eligible to apply. The Moot Court Society Office is in Room 172D (753-9483).

## **TRIAL ADVOCACY SOCIETY**

The Trial Advocacy Society is a student organization committed to developing trial advocacy skills and preparing students to become effective trial lawyers. This mission is achieved through a variety of activities, which include: hosting student competitions, such as the 2L Mock Trial Competition and 1L Closing Argument Competition; as well as through other events including educational seminars, guest speakers who are prominent jurists and trial lawyers within the community; and social events focused on trials and the development of trial skills.

All students are eligible for membership. The organization is headed by the Head of Chambers and a number of Masters of the Bench and Barristers, who are chosen from applicants who have participated in the 1L Closing Argument and 2L Mock Trial Competitions. The Director of Skills Training is the faculty advisor.

## **CO-CURRICULAR COMPETITIONS**

Students who have excelled in practice skills courses and/or internal skills competitions are selected each year to represent the College of Law in external competitions for which they earn academic credit on a pass/fail basis. (See pages 27 and 31 for academic regulations and limitations on the number of credits from co-curricular activities that may be counted toward graduation). These competitions include:

### **Moot Court (Appellate Advocacy) (2 credits)**

Participants prepare an appellate brief and present oral arguments in several external moot court competitions, which include:

- Appellate Lawyers Association Moot Court Competition

- Jessup International Law Moot Court Competition

- John Marshall Law School International Moot Court Competition in Information Technology & Privacy Law

- National Moot Court Competition

### **Trial Advocacy Society (2 credits)**

Students engage in extensive trial preparation and practice sessions to prepare for presentation of a case at the competition to a jury. The case includes opening statement, closing argument, admission of exhibits, and direct and cross examination of law and expert witnesses. The competitions include:

- American Association of Justice Student Trial Advocacy Competition (civil P.I. case)

- National Trial Competition (criminal or civil case)

### **Client Counseling Competition**

Hosted by the ABA, the Client Counseling Competition involves students meeting a client for an initial interview, ascertaining the client's problem and goal, and offering initial consultation.

In previous years, students from the College of Law have also competed in the ABA Negotiation Competition and the ABA Advocacy in Mediation Competition.

### **XIII. LAW STUDENT ORGANIZATIONS**

#### **STUDENT BAR ASSOCIATION (SBA)**

The College of Law has many student organizations that provide an excellent opportunity for students to become more involved in their law school community. The Student Bar Association (SBA) serves as the "umbrella organization" of the law school because it allocates funding to help support the work of other law school organizations. The SBA also sponsors guest speakers, a basketball league, picnics, parties, and other activities geared towards the professional, academic, and social interests of the students. The SBA also runs a book exchange.

Every law student is automatically a member of the SBA and thus may vote for candidates for its governing board. Four representatives, two from each section, are elected in September from the first year class to serve for the Fall and Spring semesters.

#### **AMNESTY INTERNATIONAL**

Amnesty International has a varied network of members and supporters around the world. At the latest count, there were more than 2.8 million members, supporters and subscribers in over 150 countries and territories in every region of the world. Although they come from many different backgrounds and have widely different political and religious beliefs, they are united by a determination to work for a world where everyone enjoys human rights.

#### **ANIMAL LEGAL DEFENSE FUND**

NIU Law is the 113th law school chapter working to promote the field of Animal Law under the auspices of the non-profit Animal Legal Defense Fund, whose mission is to protect the lives and advance the interests of animals through the legal system. With the organization's support, students in the NIU Law chapter will join the ranks of hundreds of other student chapter members nationwide, taking on such projects as advocating for the addition of animal law courses to curriculums; hosting speakers, debates, panels and conferences; writing law review articles for journals dedicated to animal law; tabling on campus to raise awareness about animal issues; and volunteering to do legal research and writing for local law firms.

For more information about the Animal Legal Defense Fund, visit [www.aldf.org](http://www.aldf.org)

#### **ASIAN AND PACIFIC AMERICAN LAW STUDENTS ASSOCIATION (APALSA)**

APALSA's purpose is to promote interest in legal issues facing the Asian community, and to encourage career paths in the Asian legal market.

#### **BLACK LAW STUDENT ASSOCIATION (BLSA)**

BLSA's purpose is to articulate and promote the professional needs and goals of students requiring support, emphasizing black law students and other students who have minority representation in the law school community. A goal is to foster and encourage professional competence among underrepresented students.

BLSA strives to develop services that are beneficial to the community at-large. BLSA assists law students at the College with their legal studies by developing various support and study groups that will enable the College of Law to better retain its valued minority law students.

### **CHRISTIAN LEGAL SOCIETY (CLS)**

The Christian Legal Society has set out two goals to meet the spiritual needs of interested students. The first is to provide a forum for the fellowship and encouragement of Christian believers in the law school. The second is to come to a better understanding of what it means to be a Christian attorney. CLS meets once a week over a noon hour for fellowship, Bible study, and prayer. CLS also periodically brings in Christian attorneys to share their insights. CLS is composed of students from both Catholic and Protestant denominations.

### **CRIMINAL LAW SOCIETY**

The Criminal Law Society is a student organization dedicated to promoting a thorough understanding of the field of criminal law. The society aims to expose students to the legal and practical aspects of the American criminal justice system by creating opportunities to interact with faculty, practitioners, judges and community organizations. Events throughout the academic year will include networking opportunities, panel discussions and field programs. Membership in the Criminal Law Society is open to all law students at NIU.

### **DELTA THETA PHI**

Delta Theta Phi is a professional law fraternity that provides its members with academic support, social activities, and participates in various community projects. Because of the willingness of Delta members to help first year students, Delta can provide the type of support that helps attain academic excellence. Toward that end, Delta offers study sessions conducted by second and third year students that have excelled in a particular subject area. Delta Theta Phi also maintains an extensive library of course outlines and commercially published study guides that are available for use by Delta members. Delta also sponsors guest lectures and workshops on various topics in the law.

### **ENVIRONMENTAL LAW SOCIETY**

The ELS is dedicated to providing a forum for education, advocacy, and scholarship aimed at protecting the integrity and advancing the interests of the environment through the legal system, and educating the NIU community about the current state of environmental law.

The ELS of NIU is dedicated to the goals of educating the law school and surrounding community about current environmental law issues and is dedicated to protecting the quality of life by protecting the quality and health of the environment. The activities of the ELS shall include, but not be limited to: hosting speakers, debates, and conferences on current environmental issues; carrying out research projects for attorneys and organizations on current issues in environmental law; networking with students at other law schools, colleges, universities, and high schools; conducting educational events, and advocating on behalf of the environment within our law school and our community.

### **FEDERALIST SOCIETY**

The Federalist Society for Law and Public Policy Studies is a nationwide group of libertarian and conservative law students, law professors, and attorneys interested in the current state of the legal order. It is founded on the principles that the state exists to preserve freedom and that the separation of governmental powers is central to that freedom. The Society seeks both to promote an awareness of these principles and to further their application through its activities.

Some past activities include forums on Regulatory Takings, Due Process Requirements of the Somewhat Suspect Property Rights in Entitlements, and a major speaking event presented by Michael Horowitz, Director of the Judicial Studies Program at The Manhattan Institute in Washington, D.C.

Membership in the Federalist Society is open to all law students at NIU. The principles that unite the membership include a genuine interest in the proper role for government and its legal system as well as fostering the intellectually honest dialogue necessary to this discovery process. These uniting principles transcend the barriers of race, gender, and religion which unite many of the student organizations here.

### **GAY-STRAIGHT ALLIANCE**

We are an academic and social group of Northern Illinois University College of Law students, interested in a continuing dialogue on issues surrounding the GLBTA communities of northern Illinois. We are comprised of law students, gay and straight, and welcome the membership, interest, insight, and experience of inquisitive Northern Illinois University law students.

### **ILLINOIS STATE BAR ASSOCIATION (ISBA)**

The ISBA is a professional organization that represents over 32,000 lawyers and students throughout the state of Illinois. The ISBA is dedicated to promoting the interest, integrity, and high standards of the legal profession.

As a member of the Law School Division, you receive monthly editions of the Illinois Bar Journal. Your membership automatically enrolls you in seven substantive law section newsletters including Tort Law, Real Estate Law, Criminal Justice, Trusts and Estates, Civil Practice and Procedure, and others. You are eligible for nomination for the ISBA Public Service Award recognizing the efforts of the ISBA membership. In addition to participation in local law school sponsored activities, students may also gain admission to the ISBA Law Education Series Programs and seminars throughout the state.

As a student member, you gain an invaluable introduction to the services and opportunities provided by the ISBA. Many law school organization affiliations end at graduation. However, your relationship with the ISBA is one that will grow and mature well beyond your law school experience. Membership is \$10 for one year and \$25 for up to four years of law school. If you have any questions or concerns, please contact one of the ISBA representatives at the law school.

### **INTERNATIONAL LAW SOCIETY (ILS)**

The purpose of the International Law Society is to inform the student body of the great opportunities that exist in International Law both in the Chicago area and abroad, and to increase awareness of the possible international questions that may arise in practice.

To further these goals the ILS has organized career councils featuring Chicago lawyers with tips on how to get your dream job, and has brought speakers to discuss the development of NAFTA, the EU, and the situation in the former Yugoslavia.

The society participates annually in the Jessup Cup International Moot Court competition against other schools, and also networks with the International Law Societies of other Midwestern schools to increase the number of activities available to NIU members.

The ILS bulletin board displays information about the various ABA accredited study abroad programs that exist. ILS maintains a written file system with detailed information from the national organization regularly.

## **JUSTINIAN SOCIETY**

The Justinian Society provides law students at NIU with social and academic support. Additionally, networking and scholarship opportunities are made available through national organizations such as the Justinian Society of Lawyers. Activities for this year include guest speakers that are affiliated with the [Justinian Society of Lawyers of Illinois](#), and social events themed around Italian traditions.

## **LATINO/A LAW STUDENT ASSOCIATION (LLSA)**

LLSA is committed to assisting its members to succeed and excel throughout their law school careers. LLSA accomplishes this by providing support programs which include workshops, study groups, access to study aides, and a mentorship program. Beyond academic support, LLSA hosts several social activities throughout the year, such as ethnic luncheons and parties. These types of activities are also excellent opportunities to socialize with other students as well as the professors outside the classroom.

Some past activities include a panel discussion focusing on ethics and the law that featured prominent Hispanic professors, lawyers, and judges. LLSA has also co-sponsored an immigration clinic with the INS for the DeKalb community.

## **PHI ALPHA DELTA (PAD)**

Phi Alpha Delta is a professional law fraternity that provides an important link between the law student and practicing attorneys. The international organization is the largest legal fraternity in the world with over 100,000 law students, legal educators, and members of the bench and bar.

Locally, the Dooley Chapter of Phi Alpha Delta offers opportunities to associate with practicing attorneys, judges and government officials and alumni in various related fields. In addition, PAD sponsors social functions to promote each member's full personal development during law school and after.

PAD offers professional programs, such as brief-writing workshops, access to study aids, and outlining instructions. PAD also offers the opportunity to socialize with students, which helps make your law school experience more manageable.

## **PUBLIC INTEREST LAW SOCIETY (PILS)**

The Public Interest Law Society (PILS) is a student-run organization dedicated to the development of public interest law awareness and opportunities within the legal profession. PILS raises money through their annual [PILS auction](#), raffles and other events at the College of Law in order to provide Outreach Assistantships to students involved in unpaid public interest legal positions during the summer. Additionally, PILS provides informational resources and networking opportunities in Illinois to students interested in public interest legal careers.

## **REAL ESTATE LAW SOCIETY**

The Real Estate Law Society has two main goals. First, it sets itself out to educate the Northern Illinois Law School community on the issues that face lawyers involved in Real Estate transactions today. Second, it provides connections and networking opportunities for students who are interested in working in residential or commercial Real Estate fields. RELS typically has two main events each year; a guest speaker in the fall, and a panel discussion in the spring.

## **SECOND AMENDMENT SOCIETY**

The mission of the Second Amendment Society (SAS) is to preserve the Second Amendment and raise awareness in the NIU College of Law about issues related to the Second Amendment of the Constitution of the United States. Recent activities include a writing contest, a FOID card drive, and a charity skeet shoot.

## **SPORTS & ENTERTAINMENT LAW**

The purpose of the Sports & Entertainment Law Society is to bring together students who share a common interest in Sports & Entertainment Law. The aim of the group is to promote the professional needs and goals of students who wish to pursue a career in Sports and/or Entertainment Law. Activities will include lectures and networking events that help students find information about summer school options, internship opportunities, contacts within the industry, and writing competitions, and fostering ways for students to keep up with current issues in Sports & Entertainment Law.

## **STREET LAW**

Street Law is a student organization committed to reaching out to the local community to educate teenagers about their rights and responsibilities as American citizens. The program seeks to accomplish this by going into the local high school and teaching classes on certain legal subjects to the students enrolled in Government classes.

Street Law is a national program with its own textbook and resources from which to draw. Students "team teach" classes on subjects ranging from Constitutional Law to Family Law to Consumer Credit classes. Street Law's goal is to provide unique, interactive lesson plans that introduce the student to difficult legal topics in order to generate class discussion on the issues.

Student teachers will be in their second year or third year, having completed the Constitutional Law curriculum at the College of Law, but first year students and those second year students that have not yet completed Constitutional Law are welcome to attend the high school classes as observers and to assist in preparing the class lessons.

Please visit [www.StreetLaw.org](http://www.StreetLaw.org) and [www.StreetLaw.com](http://www.StreetLaw.com) to get more information on the national efforts of the Street Law program.

## **WOMEN'S LAW CAUCUS (WLC)**

The Women's Law Caucus is an active organization on campus which not only provides its members with support in adjusting to the law school environment, but also provides educational support for its members, as well as the entire student body, in an attempt to bring some "real world" experience into our academic setting.

The Women's Law Caucus does not solely consist of women nor does it exist for the benefit of women only. Male students have played an active role in the Caucus in previous years and are invited to continue to do so. The main objectives are to address issues faced by women in the field of law, as well as to examine issues faced by lawyers in general. WLC educational programs are of great interest to men and women alike.

WLC sponsors a variety of programs, including:

- Mentor program

- Guest speakers
- Career & Issue Panel Discussions
- Opportunities to network with practicing attorneys & judges
- Volunteer work for the Court Appointed Special Advocacy (CASA) Program
- Wine & cheese receptions
- Pot Luck Dinners

The Women's Law Caucus Mentor Program provides the opportunity for a first year student to be paired with a second or third year law student who has volunteered to assist the new student with integration into the law school community. The Mentor Program is open to all students, regardless of WLC membership.

## **XIV. LAW LIBRARY**

The David C. Shapiro Memorial Law Library is located on the second floor of Swen Parson Hall, directly across from the Office of the Dean. Its resources include federal and state statutory codes, session laws, judicial opinions and administrative law. State statutory codes are available in both print and electronic formats. Sources of foreign and international law are available as well. Legal encyclopedias, legal periodicals, treatises and other secondary sources of authority are available in electronic and print formats. Online research systems include the databases covering almost all legal subjects offered by LexisNexis and Westlaw as well as more specialized systems such as HeinOnline, Bureau of National Affairs Libraries, Commerce Clearing House/Wolthers Kluwer Intelliconnect, and RIA Checkpoint, to name but a few. For more information about the Law Library, its resources and the services it offers, please visit <http://law.niu.edu> and select “Law Library.”

### **LIBRARY FACULTY**

Director and Associate Professor ..... John R. Austin  
Associate Director & Technical Services Librarian and Associate Professor ..... Gary L. Vander Meer  
Instructional Services & Reference Librarian and Associate Professor ..... Therese A. Clarke  
Assistant Technical Services & Systems Librarian and Assistant Professor ..... Sharon L. Nelson  
Research & Instructional Services Librarian and Assistant Professor ..... Ben Carlson

### **LIBRARY STAFF**

Circulation Manager ..... Pamela Sampson  
Government Documents & Interlibrary Loan Technical Assistant ..... Lynne Smith  
Acquisitions Technical Assistant ..... Craig Gilbertson  
Cataloging Technical Assistant ..... David Groat  
Office Support Specialist ..... Betty Fewell

## LIBRARY HOURS

The David C. Shapiro Memorial Law Library is open during the hours listed below:

### **Regular Service Hours**

(Note that law school semester schedule sometimes differs from University semester schedule)

#### **Fall and Spring Semesters**

Monday-Thursday	7:30 a.m. - 11:30 p.m.
Friday	7:30 a.m. - 8:00 p.m.
Saturday	10:00 a.m. - 8:00 p.m.
Sunday	12:00 Noon -11:30 p.m.

#### **Reading and Final Exam Weeks**

Monday-Thursday	7:30 a.m. - 2:00 a.m.
Friday	7:30 a.m. – 1:00 a.m.
Saturday	8:00 a.m. – 1:00 a.m.
Sunday	10:00 a.m. - 2:00 a.m.

#### **Summer Hours**

Monday-Thursday	8:00 a.m. - 8:00 p.m.
Friday	8:00 a.m. - 5:00 p.m.
Saturday	Closed
Sunday	1:00 p.m. - 5:00 p.m.

Holiday Schedule Varies -- Please contact Law Library (753-0507) for these hours or visit the Law Library's website at <http://law.niu.edu/law/library/hours.shtml>.

The Library begins closing 15 minutes before the scheduled time.

## **WHO MAY USE THE LIBRARY**

The Law Library is open to everyone who needs to do legal research or use government documents received through the Federal Depository Library Program.

## **ACCESS TO THE LAW LIBRARY BY NON-LAW SCHOOL USERS**

Researchers not associated with the College of Law are welcome to use the Law Library to do legal research or access government documents. However, given space limitations and heavy usage by law students, the Law Library is not available to non-law students for general study not requiring the use of legal materials or government documents.

To facilitate Law Library use by NIU students and to reduce instructional time for Law Library staff, Law Library orientation programs are held. Faculty requiring their students to use the Law Library are encouraged to contact a law librarian to arrange an orientation program for their students. (Phone 815-753-0505).

## **RULES FOR LAW LIBRARY PREMISES USE**

### **Furnishing and General Premises**

1. Law library users should exercise care in using law library furnishings. Do not put feet on the tables or chairs. Do not sit on the tables or study carrels. Do not lean back on the chairs.
2. Smoking, chewing tobacco, eating, and drinking from open beverage containers (e.g., glasses, cups, bottles, cans) are not permitted anywhere in the Law Library. This includes seminar rooms, computer labs, and the hallway to the North Wing. However, beverages may be brought into the Law Library if they are contained in “spill-proof” enclosed mugs, water bottles or juice packs. Small, individually wrapped non-crumbling items such as hard candy may also be brought in. The Law Library reserves the right to revoke law library use privileges in the event of a violation.
3. Law library users should keep all conversation to a minimum including conversations with Law Library personnel as a courtesy to others.
4. Law library users wishing to work or study as a group should reserve one of the seminar rooms (see section on Seminar/Group Study Rooms) or one of the classrooms within the College of Law facility.

### **Care of Personal Belongings**

1. Personal belongings should not be left in the law library. Law library personnel are not responsible for lost or stolen items.
2. Inquire at the Circulation Desk for items that have been lost or found in the library. This includes personal items such as clothing, books, keys, glasses, and copy cards. If a lost item has not been turned in to the Law Library’s Lost & Found, the University’s Lost & Found should be contacted: call 753-1212, NIU Police.

### **Outside Communication**

1. The Law Library is not equipped with a paging system and personnel do not carry messages to law library users, unless in an emergency (e.g., family emergency). Your employer needing to get in touch with you for a work-related problem does not constitute an emergency.
2. Telephones at the Circulation Desk and the Reference Desk are not available for public use.
3. The fax machine in the library Administrative Office is not available for student class or work-related use, either to send or receive messages or documents. Law students needing to fax materials should contact the College of Law’s Career Opportunities Office to send resumes or use the public fax machine at Holmes Student Center. (Call 753-1444 for information)

4. Law students may use any of the workstations in the student lab (Room 290D) to check email or access email on their laptops using either the College of Law's wireless network.

### **Cell Phone Use**

Ringers on all cell phones in the Library are to be silenced (e.g. set on vibrate). When a call is received or a patron needs to make a call; the patron should leave the Library to conduct the call.

### **Handling of Library Material**

1. For detailed information, see "Racking" Procedures, Circulation Periods, and Borrowing Procedures elsewhere in this guide.
2. Law Library users should not re-shelve Law Library materials.
3. Law Library personnel have the right to inspect any containers capable of holding books.

### **Seminar/Study Group Rooms**

1. The Law Library provides rooms that can be used for group study or student organization meetings. Room reservations are made at the Circulation Desk. The Law Library reserves the right to restrict reservations. University student users (non-law) and other University groups must obtain prior permission to use these rooms.
2. Use of these rooms as classrooms preempts use as study rooms.
3. Smoking, eating, and drinking from open beverage containers (e.g., glasses, cups, bottles, cans) is not permitted in these rooms. However, beverages may be brought into the Law Library if they are contained in "spill-proof" enclosed mugs, water bottles or juice packs. Small, individually wrapped non-crumbling items such as hard candy may also be brought in. The Law Library reserves the right to revoke privileges in the event of a violation.

### **Audio-Visual Rooms**

1. The Law Library provides rooms (290E and F) that can be used to view videotapes or make videotapes of law school-related activities (e.g., Lawyering Skills, Trial Advocacy, Moot Court, First Year Oral Arguments).
2. The A-V Rooms are reserved at the Circulation Desk. The Law Library reserves the right to restrict reservations.
3. The equipment is to be used in the rooms unless other arrangements have been made.
4. Audio materials may be used within closed rooms only.

### **Computer Labs**

1. The Law Library houses a computer lab located in Room 290D. The lab is equipped with IBM-compatible machines that offer word-processing, computer-assisted legal research,

access to the Internet, and other functions.

2. Access to the lab is restricted to law students. Non-law students may use computers located in other parts of the library for research purposes. Non-law students may not use the law library computers for word-processing or other activities not directly related to legal research.

### **Laptop Use**

1. The north and south wings of the Law Library have electrical outlets for laptop use. Law library users are asked to limit laptop use to places not creating a power cord-related safety hazard. If it is necessary to plug a power adapter into a wall outlet, do not string the cord across a pathway. Power strips with multiple outlets are available for check-out at the Circulation Desk.
2. A wireless network provides Internet access in both the north and south wings of the library.
4. The Law Library does not lend laptop computers to students at this time. Students wishing to take exams using ExamSoft must supply their own laptops.

### **Photocopiers**

1. The Law Library has two photocopiers for law library users. One is located near the fire exit in the southwest corner of the Law Library. A second photocopier is located in the hall to the North Wing. The machine in the southwest corner has a document feeder.
2. Each photocopier accepts the current University copy card. They do not accept coins or bills. A card may be purchased from the Printing Services Office located in Founders Memorial Library, from the card dispensing machine located in the hall to the North Wing of the Law Library, or from the card dispensing machine by the vending machines on the first floor of Swen Parson Hall. There is a charge for the initial card, and then value can be added to the card from time to time in order to make photocopies.
3. It is suggested you put your name on the card. Cards left in photocopiers in the Law Library are often turned in at the Circulation Desk and may be reclaimed.
4. Once a card is purchased, value may be added to the card in increments of \$1.00, \$5.00, \$10.00, or \$20.00, with a maximum value of \$50.00 on the card.
5. Students may also use their NIU OneCard to purchase copies if a Huskie Bucks account has been established.
6. The Law Library is not equipped to make refunds. Refunds may be obtained at the Printing Services Office located in Founders Memorial Library.

### **Change**

The Law Library does not maintain a supply of change. Persons needing change may go to:

- a. Founders Memorial Library (lower level; first, second, and third floors)

- b. Holmes Student Center (in Diversions Lounge area and by stamp machines)

### **"RACKING" (CIRCULATION TO CARRELS) PROCEDURES**

Library tables are only for short-term use and may not be used for "saving" library materials for research and study. Materials left on tables will be re-shelved by library staff at periodic intervals.

Certain library materials that do not normally circulate may be kept ("racked") on carrels for an indefinite period, not to exceed a semester, or a between - semester period. However, users are urged to "rack" materials only for the shortest time needed for research or study.

1. The first step to racking materials is to choose a carrel. Each carrel is numbered. [Carrels 69-84, North Wing, are reserved for law student organizations' use.] Bring all items to be racked to the Circulation Desk and fill out, for each item, a green carrel permit. The carrel permit must be visible in each item taken to the carrel; otherwise the item will be re-shelved.
2. Examples of items that may be racked are bound periodicals or non-circulating treatises. Items that normally circulate may be racked by turning in the white part of the carrel permit and the item's checkout card at the circulation desk. A list of items that may not be racked is at the end of this section.
3. Each carrel user is responsible for filling out the carrel permit and having it processed at the circulation desk. When finished with each item, return it to the desk with the green carrel permit still in it.
4. All racked items are subject to recall by library staff for purposes of library upkeep and maintenance, or for the use of another patron. The person to whom the item is charged will be notified if an item is being recalled.
5. If an item is needed for reserve or if it is in high demand, it will be taken from the carrel immediately. An explanation will be left in the carrel.
6. Once an item has been racked to a carrel, under no circumstances is it to leave the carrel without the Circulation Desk being notified.
7. If you notice that a racked item is missing from your carrel, please notify desk staff immediately. As with any item signed out, the user is responsible for all racked items until they have been turned in and processed. When notified, desk staff will attempt to locate the missing item.
8. The following materials cannot be racked to carrels:
  - Citators
  - Digests & Encyclopedias
  - Reference collection books
  - Illinois Compiled Statutes Annotated & legislative services
  - Illinois Legislative Synopsis and Digest
  - U.S.C.A., U.S.C.C.A.N. and supplementation
  - Loose-leaf Services (i.e., BNA, CCH and RIA)

Copies of the following from the Library's Storage Collection should be racked in lieu of copies from the open stacks whenever possible.

F.2d-3d  
F.Supp., F.Supp.2d  
A.2d  
N.E. 2d  
P.2d-3d  
S.E. 2d  
S.W. 2d-3d  
So. 2d

### **LIBRARY MATERIALS AND CIRCULATION PERIODS**

The Library has four types of materials, categorized by circulation period:

1. CIRCULATING (4 weeks for students; 16 weeks for faculty) – most treatises and materials in the Government Documents collection not designated as non-circulating.
2. CD-ROMS that accompany treatises circulate for the same period as the treatise.
3. REGULAR RESERVE 4 hours and overnight (9:00 pm - 9:00 am)
4. 1-DAY RESERVE
5. NON-CIRCULATING MATERIAL

Non-circulating materials must be used within the Library, unless permission to remove them has been obtained. Materials may be removed from the Library to offices within the law school building, faculty offices, or student activity offices by obtaining permission at the Circulation Desk. The material may not be removed from the building and is subject to recall. The Library reserves the right to retrieve non-circulating materials, even in the absence of the borrower. If materials are not found in the designated location, the borrower's privileges to remove non-circulating material from the Library may be revoked.

Bound periodicals may be checked out by non-law NIU faculty for 4 days. Failure to return the materials at the time due may result in privilege loss.

Circulating materials include most treatises and monographs (with the exception of those placed on reserve), pamphlets in the vertical file cabinet, and most government documents. Non-circulating materials include bound periodicals, reporters, digests, codes, indexes, loose-leaf services, and form books. In addition, microform materials are non-circulating. The following kinds of materials are generally placed on 24-hour reserve: the latest editions of the West "Nutshell" series, Hornbooks, Aspen's "Examples and Explanations" series, LexisNexis' "Understanding" series, and current (unbound) periodicals. 4-hour and overnight, (9:00 p.m. - 9:00 a.m.) reserve materials include: course reserve, file drawer materials, examinations, selected latest editions of the IICLE series, audio-visual materials and certain other materials in high demand. Materials not allowed to circulate overnight are so marked.

### **BORROWING PROCEDURES**

1. **IDENTIFICATION** - When checking materials out of the Library or when using reserve materials in the Library:

- a. All NIU students and faculty must present a current NIU identification.
  - b. NIU alumni (both Law school and non-Law school) must complete an alumni borrowing form to obtain permission for check-out, and after approval will need to show proper identification (driver's license, voting card, etc.) and the authorized borrower card they received when their alumni borrowing form was approved.
2. REQUESTING RESERVE MATERIALS - Items listed as being on "Law Reserve" in ILLINET Online, should be requested at the circulation desk by their call numbers. Course Reserve books may also be identified through the card Course file at the Circulation Desk. Ask for material identified in the course file by specifying the name of the course, professor, and author/title of the item.
  3. MATERIALS NOT AVAILABLE - If a book is unavailable because it is already checked out, fill out an inter-library loan form. See section entitled Inter-library Loan, below. If a book cannot be accounted for, that is, it is not in its proper location, not checked out, and not at the bindery, a search form should be filled out. If the book is found within the time period stated on the search form, you will be notified.
  4. RENEWALS - Books may be renewed in person, by telephone (815-753-0507) or online for the same time period for which they were originally signed out unless there is a hold on the book, it is long overdue, or there is a demand by others for the book. There is a limit of two renewals per item, after which time the item must be returned to the Library.
  5. RECALL - Books may be recalled immediately whenever they are needed for Reserve use. Also, any book may be recalled after two weeks if needed by another Library user.
  6. FINES AND OTHER PENALTIES - With the exception of NIU faculty, fines will be imposed on all borrowers who return Library materials after the due date. In calculating fines, all days and hours the Library is open will be counted. The fine schedule is as follows:
    - **Regular circulating items:** \$ .50/day. There is a 9-day grace period during which the patron can return or renew the item (if allowed) without incurring a fine. If the item is not returned/renewed by day 10, all overdue fines are applied retroactively (that is, a minimum of \$5.00 in fines) and fines will continue to accrue at \$.50 per day to a maximum of \$15.00. If the item is not returned within 30 days the item will be considered lost and the maximum overdue fine will be converted to a non-refundable Lost Item Charge (see below).
    - **Recalled items:** \$1.00/day to a maximum of \$15.00. Recalled items have a minimum loan period of 10 days from their recall date and cannot be renewed. They must be returned to the library as soon as possible. If a recalled item is not returned within 30 days, the item will be considered lost and the maximum overdue fine will be converted to a non-refundable Lost Item Charge (see below).
    - **Reserve items:**
      - i. **1-day reserves:** \$5.00 a day. There is no grace period. If the item is not returned within 4 days the item will be considered lost and the maximum overdue fine of \$20.00 will be converted to a non-refundable Lost Item Charge (see below).

- ii. **4-hour reserves:** \$1.00 per hour. There is a one-hour grace period during which the patron can return the item without incurring an overdue fine. If the item is not returned before it is over 2 hours overdue, the overdue fine will be applied retroactively (that is, a minimum of \$2.00) and overdue fines will continue to accrue at \$1.00 per hour to a maximum of \$20.00. If the item is not returned within 2 days the item will be considered lost and the maximum overdue fine will be converted to a non-refundable Lost Item Charge (see below).

**Lost item charges:**

- **Regular circulating items:** \$15.00 non-refundable processing fee plus the cost of the item; if the item is out of print, \$100.00 or the cost of the item (whichever is greater).
- **Reserve items:** \$20.00 non-refundable processing fee plus the cost of the item; if the item is out of print, \$100.00 or the cost of the item (whichever is greater). Lost photocopies: \$10.00.

- 7. CONFIDENTIALITY OF LIBRARY RECORDS - All Library registration and circulation records are confidential information and are not available to others, except as required by law. See Library Records Confidentiality Act, 75 ILCS 70/1; U.S.A. Patriot Act, Pub.L.No.107-56 (Oct.26,2001), as amended.

**ARRANGEMENT OF THE LAW LIBRARY COLLECTION**

The Law Library collections are contained in fifteen areas

Reserve Collection	Reference Collection
Illinois Collection	Audio/Visual Collection
Microform Collection	North Wing Collection
Gov't Documents Collection	Pamphlet File
Law Library Offices	
Limited Use Collection	Main Collection (Stack Collection)
Storage Collection	Restatement Collection
Index Table Collection	Reference South Collection

Reserve Collection: Located in a closed area near the Circulation Desk. Ask there for assistance.

Illinois Collection: Located on the low shelves and wall shelving near the Circulation Desk.

Microform Collection: Located in the alcove near the study area between the Illinois collection and the main collection.

Government Documents Collection: Located in the North Wing. It contains U.S. government publications and is shelved according to the Superintendent of Documents classification scheme (SuDoc), which brings all publications of an agency together. To find the Superintendent of Documents number, check Illinet Online or the Monthly Catalog of U.S. Government Publications. Not all documents are fully cataloged. Various bibliographies and finding tools are available to aid in finding the number. Reference librarians are available for assistance in using these tools.

Law Library Offices: Materials on legal bibliography and librarianship are kept in a closed area. Ask at the Circulation Desk.

Limited Use Collection: Located in a closed area. Ask at the Circulation Desk.

Reference Collection: Located on wall shelves near the Library entrance.

Reference South Collection: Located in the Library's south wing at Ranges 40B and 42A.

Audio/Visual Collection: Located on wall shelving on the south wall of the North Wing.

North Wing Collection: Includes materials with call numbers A-KE (except K1-30, the law reviews). It also has the National and Regional Reporters and unique titles such as the Federal Register, Code of Federal Regulations, Congressional Record, and the Federal Digest series.

Pamphlet File: (sometimes called the vertical file) contains pamphlets which circulate for the same period as general collection materials. Located in file cabinets in the southwest corner of the library's south wing.

Main Collection (Stack Collection): The main collection is located in the south wing of the library and is arranged by Library of Congress classification from K1-30 and KF-Z.

Storage Collection: A closed stack collection of lesser used materials. Please request these items at the circulation desk.

Index Table Collection: Located on low shelving near the Circulation Desk.

Restatement Collection: Located on wall shelving near the Illinois Collection.

## **LAW LIBRARY CLASSIFICATION**

The Law Library's collections are classified according to the Library of Congress classification scheme, with the exception of federal government publications in the Government Documents area, which are classified using the Superintendent of Documents scheme.

Since Library material is primarily law and law-related, there are three major classification schedules: "H" - Social Science; "J" - Political Science, including "JX" - International Law; and "K"-Law. Class "K" is broken down as follows: K - General and Comparative Law, including legal periodicals (K1 through K30), jurisprudence, and philosophy of law; KD - United Kingdom and Ireland; KE - Canada; and KF - United States. In the case of the KF schedule, materials pertaining to the individual states follow the general United States material and have call numbers beginning with letters "KFA" (for Alabama, Arizona, etc.) through "KFW". Thus, materials on Illinois are classified "KFI." Locations of materials are provided by the online catalog.

## **REFERENCE SERVICES**

The Library provides reference assistance to help in doing research, in identifying particular publications, and in using specific materials. Reference librarians may suggest sources where particular information or publications might be found, in and outside of the Library, and will explain how to use the library catalogs and other finding tools. Reference assistance does not include giving legal advice or opinions, or providing interpretations of statutes, court decisions or other primary or secondary authority.

While reference librarians attempt to be of service to all Library users, some limitations may be imposed on the amount of assistance to users not affiliated with the College of Law. Reference service to non-NIU users cannot be extended to the point that it seriously interferes with the ability to assist NIU students and faculty. Therefore, at periods of high demand in the public services area, the reference librarian on duty may postpone or reschedule assisting a non-NIU user of the Law Library.

Telephone reference service is available, but usually will be limited to answering questions which can be quickly and easily determined, e.g. the verification of citations, whether a particular publication is in the Library, or whether a particular case is in a reporter.

Every effort is made to provide the services of a reference librarian during peak Library usage hours. Please ask at the Reference Desk if you need assistance.

### **INTER-LIBRARY LOAN**

The Law Library will borrow materials not in its collections or obtain photocopies of these materials from other libraries. Interlibrary loan services are restricted to faculty or students of the College of Law for the purposes of study, law school related research or teaching. This Library secures materials via inter-library loan as a courtesy extended by the lending Library.

To use Inter-Library Loan, complete an "Inter-Library Loan" form and submit it to the interlibrary loan technical assistant. Providing complete and accurate information will speed the Inter-Library Loan process.

On occasion, the Law Library may refer users to other Libraries for on-site use when material is needed immediately, a large number of titles are required, or a subject area is to be researched without reference to particular titles.

NIU students and faculty not associated with the College of Law should use Founders Library Inter-Library Loan service to obtain materials not found in any of the NIU Libraries.

Borrowers will be notified when materials arrive. Renewal requests for Inter-Library Loan materials should be made at least one week prior to the materials' due date.

### **COMPUTER-ASSISTED RESEARCH SUPPORT**

The Law Library offers many online resources. For a list and description, please visit the Online Research Center, <http://law.niu.edu/law/library/onlineresearchcenter.shtml>. (From the College of Law home page, <http://law.niu.edu>, select "Law Library," then "Online Research Center.")

Legal resources available to College of Law students, faculty, and staff by individual password include LexisNexis, Westlaw, Loislaw, and Versuslaw. Access is available from any computer with an Internet connection.

Legal resources available to all law library users include LexisNexis Academic, HeinOnLine, LegalTrac, Eighteenth Century Collections Online: Legal Documents, and Making of Modern Law: Trials (available at any NIU computer workstation with Internet access or off-campus to any NIU student, faculty, or staff member through the VPN). A public access version of Westlaw is available at selected workstations in the Law and Founders libraries.

Legal resources available in the Law Library and College of Law through the College's IP subnet include BNA databases, CCH IntelliConnect databases, I.I.C.L.E. Online, and RIA Checkpoint. Off-campus access is available to College of Law students, faculty, and staff. Please contact a reference librarian for details.

The more than 300 CALI online tutorials on many legal subjects are available to all College of Law students both on- and off-campus. Please contact a reference librarian for access information.

Many more online resources are available. A reference librarian will gladly orient you to the ones that best fit your needs.

### **LAW LIBRARY HOME PAGE**

The Law Library home page provides links to hundreds of legal web sites and offers information about the library and its resources. Please visit us at <http://law.niu.edu>; click on the Law Library link.

### **LAW LIBRARY CATALOG**

The only current, up-to-date catalog of Law Library materials is the online catalog, available through the Law Library home page. It provides access to all materials held by Northern Illinois University Libraries, as well as materials held by many other research libraries throughout Illinois. The card catalog in the Law Library is current through April 2005. It contains no records for materials acquired after that date.

## Appendix A

### ADMINISTRATION

<b>NAME</b>	<b>TITLE</b>	<b>ROOM</b>	<b>PHONE</b>
Rosato, Jennifer	Dean and Professor	270	753-1068
Gaebler, David	Associate Dean and Associate Professor	195B	753-1060
Mandell, Lenny	Associate Dean for Student Services	181	753-1069
Anderson, Greg	Director of Career Opportunities and Development	280	753-0589
Mitchell, Melody	Director of Alumni Events and Public Relations	285	753-1027
Imm, Jacob	Assistant Director of Alumni Events and Public Relations	356	753-9486
Raguse, Christina	Director of Budget and Records and Registrar	280	753-6580
Scarpelli, Sarah	Director of Admissions and Financial Aid	151	753-1109

## Appendix B

### FACULTY

#### Faculty Administrative Support Office, Room 190

753-0618

<b>FACULTY</b>	<b>ROOM NUMBER</b>	<b>PHONE NUMBER</b>
Arriola, Elvia	197C	753-7251
Coles, Kathleen	198D	753-0668
Cordes, Mark	195A	753-0380
Falkoff, Marc	197E	753-0660
Gaebler, David	195B	753-1060
Green, Leona	192C	753-1360
Hines, Christopher	194A	753-9489
Jones, Robert	198C	753-1460
King, Yolanda	196A	753-7231
Luna, Guadalupe	199A	753-0240
Maddali, Anita	TBD	TBD
Morris, Malcolm, Professor Emeritus	172C	753-0280
Naftzger, Jay, Practitioner-in-Residence	197A	753-1080
Parness, Jeffrey, Professor Emeritus	172E	753-0340
Reynolds, Daniel	192B	753-0170
Rigertas, Laurel	197B	753-1680
Rosato, Jennifer	270	753-1380
Schlam, Lawrence	196B	753-0140
Schmall, Lorraine	199C	753-0480
Schneider, Daniel	199B	753-1560
Tan, Morse	198B	
Taylor, David	192A	753-0560
Walton, John	194B	753-0120
Widman, Amy	197D	

#### WRITING INSTRUCTORS

	<b>ROOM NUMBER</b>	<b>PHONE NUMBER</b>
Hunter, Jeanna	179	753-9481
Miller, Elsa	175B	753-1980
Stange, Meredith	175A	753-1958

#### LAW LIBRARY FACULTY

	<b>ROOM NUMBER</b>	<b>PHONE NUMBER</b>
Austin, John	267D	753-9493
Carlson, Benjamin	269A1	753-9492
Clarke, Therese	290B	753-9497
Nelson, Sharon	267A	753-2021
Vander Meer, Gary	267C	753-9495

**ADJUNCT FACULTY**  
Adjunct Faculty Office

**ROOM NUMBER**  
198A

**PHONE NUMBER**  
753-7231

**STAFF ATTORNEYS**  
Cain, Paul

**ROOM NUMBER**  
Zeke Giorgi Clinic  
Rockford Number  
Zeke Giorgi Clinic  
Rockford Number

**PHONE NUMBER**  
752-8200  
962-9980  
752-8200  
962-9980

Vaughn, Wendy

## Appendix C

### ADMINISTRATIVE SUPPORT STAFF

<b>NAME</b>	<b>DEPARTMENT</b>	<b>ROOM</b>	<b>PHONE</b>
Baie, LeAnn	Associate Dean/Faculty	190	753-0618
Fewell, Betty	Law Library	269	753-0505
Mahoney- Krzyzek, Julie	Office of Budget and Records	280	753-1620
Hoebing, Lisa	Faculty	190	753-9479
TBD	Career Opportunities & Development	280	753-0589
Kaus, Tita	Office of the Dean	270	753-1068
MacVenn, Willa	Zeke Giorgi Clinic		752-8200
		Rockford	962-9980
Manning, Barbara	Associate Dean for Student Services/ Law Review/Moot Court	172A	753-9488

## Appendix D

### STUDENT ORGANIZATION OFFICERS, 2010-2011 ACADEMIC YEAR

#### STUDENT BAR ASSOCIATION

President: Carmen Rossi  
Vice-President: Sarah Adamski  
Secretary: Monica Fazekas  
Treasurer: Steve Anderson  
3L Representatives: Jeff Brown  
Preston Brown  
Dennis Collins  
Gabe Zunino  
2L Representatives: Anum Muhiuddin  
Dan Sanchez  
Mallory Sanzeri  
Nate Tate  
ABA Rep: Dan Porter  
ISBA Reps: Jeff Brown  
Katrina Plonczynski  
Monica Fazekas  
William Obuchowski  
Faculty Advisor: Dean Mandell

#### MOOT COURT SOCIETY

Chief Justice: Robert Kosic  
Associate Justice: Abe Ali  
Associate Justice: Adam Kaplan  
Associate Justice: Eric Poplonski  
Associate Justice: Jennifer Weston  
Faculty Advisor: Dean Mandell

#### LAW REVIEW BOARD

Editor-in-Chief: Trisha Chokshi  
Managing Editor: Amber Michlig  
Lead Articles Editors: Ed Boula  
Rebecca Kopps  
Theodore Richgels  
Online Articles Ed: Robert Tomei  
Research Editor: Kathryn Williams  
Notes & Comments: Justin Byrd  
Joseph Pumilia  
Brad Stewart  
Symposium Editor: Colby Hathaway  
External Publications: Patricia Ruiz  
Faculty Advisor: Dean Rostao/Prof Cordes

#### TRIAL ADVOCACY SOCIETY

Head of Chambers: Travis Lutz  
Masters of the Bench: Chris Allendorf  
Jay McCarron  
Public Relations  
Barrister: Jason Borg  
Closing Arguments  
Barrister: Kristin Good  
Barristers: Karla Altmayer  
Mike Earl  
Erica Snyder  
Nate Tate  
Faculty Advisor: Prof. Taylor

#### AMNESTY INTERNATIONAL

President: William Boyles  
Vice President: Dominika Zubek  
Treasurer: Steve Varel  
Secretary: Dorota Gibala  
Fundraising Leader: Matthew Schuck  
Education Leader: Kevin Zickterman  
Networking Leader: Roslyn Lampkin-Smiley  
Petition Leader: Jason Wilkins

#### ANIMAL LEGAL DEFENSE FUND

President: TBD  
Vice President: TBD  
Secretary: TBD  
Treasurer: TBD

#### ASIAN AND PACIFIC AMERICAN LAW STUDENT ASSOCIATION

President: Greg Hammond  
Vice President: Trisha Ruiz  
Secretary: TBD  
Treasurer: Priti Nemani

**BLACK LAW STUDENTS ASSOCIATION**

President: Amber Ware  
 Vice President: Nate Tate  
 Treasurer: Jessica Louis  
 Secretary: Amber Cunningham  
 Campus Relations  
 Chair: Jason Wilkins  
 Faculty Advisor: Prof. Green

**CHRISTIAN LEGAL SOCIETY**

President: Samantha Hardt  
 Vice President: TBD  
 2L Rep: TBD  
 1L Rep: TBD  
 Faculty Advisor: Prof. Cordes

**CRIMINAL LAW SOCIETY**

Co-President: Seth McClure  
 Co-President: Andrea Quinn  
 Vice President: Daniel Frantz  
 Administrative  
 Officer: Tyler Creekmore  
 Public Relations  
 Officer: Mollie McNery  
 Chief Marketing  
 Officer: Kristin Stone

**DELTA THETA PHI**

Dean: Lindsay Vanek  
 Vice Dean: Kristin Stone  
 Exchequer: Joe Sanchez  
 Secretary: Nate Tate  
 Philanthropy Chair: Meg Hogan  
 Social Chair: Sarah Adamski  
 Networking Chair: Dan Sanchez  
 Merchandising  
 Manager: Mallory Sanzeri  
 Academic Co-Chairs: Brandon Ayers &  
 Jenna Fredrick  
 Professional  
 Development Chair: Stacie Gorski

**ENVIRONMENTAL LAW SOCIETY**

President: Kevin Zickterman  
 Vice President: Kate Hulme  
 Secretary/Treasurer: Seth McClure

**FEDERALIST SOCIETY**

President: Mike Meyers  
 Vice President: Prat Kata  
 Secretary: Jerry Dombrowski  
 Treasurer: Brian Witt

**GAY - STRAIGHT ALLIANCE (GSA)**

President: Brian Seckler  
 Vice President: Keri Slama  
 Secretary: Liz George  
 Treasurer: Joanna Panici  
 Faculty Advisor: Elvia Arriola

**INTERNATIONAL LAW SOCIETY**

President: TBD  
 Secretary: TBD  
 Treasurer: TBD

**JUSTINIAN SOCIETY**

President: Laura Maglio  
 Vice President: Matt Panichi  
 Treasurer: Dan Bennett  
 Secretary: Mallory Sanzeri  
 Social Chair: Andrea Quinn  
 3L Representative: Jeff Brown  
 2L Representatives: Arielle Denis & Kevin  
 Zickterman

**REAL ESTATE LAW SOCIETY**

President: Dan Bennett  
 Vice-President: Lindsey Pohlman  
 Secretary: TBD  
 Treasurer: Adam Kaplan

**LATINO/A LAW STUDENT ASSOCIATION**

President: Guillermo Gascue  
Vice President: Jazmin Newton-Butt  
Secretary: Anum Muhiuddin  
Treasurer: Dan Sanchez  
Faculty Advisor: Professor Luna

**PHI ALPHA DELTA**

Justice: Kate Hulme  
Vice Justice: Amber Ware  
Treasurer: Jessica Louis  
Marshall: Amber Cunningham  
Clerk: Jacquelyn Edwards  
Faculty Advisor: Professor Hunter

**PUBLIC INTEREST LAW SOCIETY**

President: Meg Hogan  
Vice President: Kristin Good  
Secretary: Mallory Sanzeri  
Treasurer: Robert Bigelow  
Auction Co-Chairs: Trisha Chokski &  
William Obuchowski  
Faculty Advisor: Greg Anderson

**SECOND AMENDMENT SOCIETY**

President: Philip Lee  
Vice President: Christopher Allendorf  
Secretary: Glenn Stevenson  
Treasurer: Justin Byrd

**SPORTS & ENTERTAINMENT LAW**

President: Mike Cklamovski  
VP of Entertainment: Monica Fazekas  
VP of Sports: Dennis Collins  
Secretary: Dan Sanchez  
Treasurer: Brandon Ayers

**WOMEN'S LAW CAUCUS**

President: Alexas Collier  
Vice-President: Anum Muhiuddin  
Secretary: Carolyn Nevin  
Treasurer: Amber Ware  
Faculty Advisor: Professor Taylor

- 14. Posting Information on the NIU-College of Law Blog or Website**  
See Dean Mandell – Room 181
- 15. Reserving Classrooms/Marshall Gallery**  
See LeAnn Baie – Room 190 for classrooms  
See Barbara Manning – Room 172A for the Marshall Gallery
- 16. Scholarship Information**  
See Sarah Scarpelli, Director, Admissions & Financial Aid – Room 151
- 17. Summer School**  
See Dean Gaebler for NIU (Faculty Suite) – Room 195B  
See Dean Mandell –for other law schools – Room 181
- 18. Taking Classes in Another NIU College**  
See Dean Gaebler, (Faculty Suite) – Room 195B
- 19. Taking Under/Over Credit Load**  
See Dean Mandell – Room 181. Prior to seeing Dean Mandell, go to the Office of Budget & Records (Room 276) for a Petition for Special Consideration form.
- 20. Testing Accommodations**  
See Dean Mandell – Room 181
- 21. Travel Reimbursement**  
See Christina Raguse, Director, Registration/Budget & Records – Room 276
- 22. Visiting Another School**  
See Dean Mandell – Room 181
- 23. Withdrawing from a Course**  
See Dean Mandell – Room 181
- 24. 711 License Applications (for Student Practice)**  
See Greg Anderson, Director, Career Opportunity & Development – Room 280  
To fill out – See Julie Mahoney-Krzyzek – Room 276

**APPENDIX E**  
**STUDENT ISSUES**  
**FREQUENTLY ASKED QUESTIONS**

- 1. AGEN, France (Summer Program)**  
See Dean Gaebler, (Faculty Suite) – Room 195B  
See Professor Reynolds, (Faculty Suite) – Room 192B
- 2. Bar Examination Questions**  
See Greg Anderson, Director, Career Opportunity & Development – Room 280
- 3. Career Counseling**  
See Greg Anderson, Director, Career Opportunity & Development – Room 280
- 4. Directed Research**  
See Dean Gaebler, (Faculty Suite) – Room 195B
- 5. Exam Conflicts**  
See Dean Mandell – Room 181
- 6. Externships for Credit**  
For Criminal Externship see Dean Mandell – Room 181  
For Civil or Judicial Externship see Professor David Taylor (Faculty Suite) – Room 192A  
For Juvenile Externship see Professor Lawrence Schlam (Faculty Suite) – Room 196B
- 7. Financial Aid**  
Scholarships: See Sarah Scarpelli, Director, Admissions & Financial Aid – Room 151  
Loans: See NIU Student Financial Aid Office – Room 245 Swen Parson Hall
- 8. Graduation Questions**  
See Christina Raguse, Director, Registration/Budget & Records – Room 276
- 9. IT Issues**  
See Ben Gardner, Information & Technology Coordinator – Room 149
- 10. Media/Technology Requests**  
Email you requests to [colroomsetup@niu.edu](mailto:colroomsetup@niu.edu)
- 11. Misconduct Reporting**  
See Dean Mandell – Room 181, for any incidents of misconduct either not disclosed on your NIU application for admission, or occurring after you first day of matriculation.
- 12. Notary Public**  
See Julie Mahoney-Krzyzek – Room 276
- 13. Posting Flyers, etc.**  
See Dean Mandell – Room 181