University of Detroit Mercy School of Law Student Handbook 2024 – 2025

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I. PREFACE

A. Introduction

Founded in 1912, University of Detroit Mercy School of Law ("Detroit Mercy Law") is a well-established Catholic law school sponsored by the Society of Jesus (Jesuits) and the Sisters of Mercy of the Americas. The School is approved by the American Bar Association and is a member of the Association of American Law Schools.

B. University of Detroit Mercy Mission Statement

University of Detroit Mercy, a Catholic university in the Jesuit and Mercy traditions, exists to provide excellent, student-centered, undergraduate, and graduate education in an urban context. A Detroit Mercy education seeks to integrate the intellectual, spiritual, ethical, and social development of our students.

C. University of Detroit Mercy School of Law Mission Statement

University of Detroit Mercy School of Law is a diverse, urban Catholic law school in the Jesuit and Mercy traditions. We seek to educate the complete lawyer through a dynamic curriculum that integrates theory, doctrine, and experiential learning; provides unique global perspectives through transnational educational opportunities; and emphasizes ethics and service to others.

D. Academic Program

Detroit Mercy Law has changed the way lawyers are educated with an innovative curriculum. This curriculum complements traditional theory- and doctrine-based coursework with practical learning, providing a solid transition between law school and a legal career. The entire curriculum not only addresses the third and critical transition year in law school, but it enhances the first and second years with more legal theory, intensive legal writing, required clinical experience, and an international perspective. Detroit Mercy Law has transformed its curriculum to address the challenges you will face in the profession.

E. Diversity Statement

A critical component of helping our students achieve their personal and professional goals is preparing them to live and work in a world that is wonderfully diverse. We include, respect, and welcome into our community diverse individuals and perspectives. We value diversity in many forms, including gender, race, religion, national origin, economic status, sexual orientation, gender identity, gender expression, age, physical ability, and learning style. We strive to reflect this value through the vibrancy of student life and the composition of our student body, faculty, staff, and administration. In accordance with the Jesuit and Mercy traditions, University of Detroit Mercy School of Law is firmly committed to enriching and enhancing the diversity of our community.

F. Challenge – Creating a Foundation and Developing Skills

First-year students study fundamental required doctrinal courses that begin to instill critical thinking, analysis, and writing skills. Whether students are going on to practice law or pursue another career, strong communication skills are sought after for new hires in every arena. For that reason, there is an emphasis on writing in the Detroit Mercy Law curriculum that begins in the first year, and Detroit Mercy Law's legal writing program presents material in a meaningful way that will be relevant in the workplace.

Detroit Mercy Law teaches research and writing in the context of solving legal problems. Students learn to research, analyze, write, and create documents necessary for the practice of law. As early as the first year, students have an impressive portfolio of documents to share with prospective employers.

G. Challenge – Building a Bridge to Practice

After the first year, Detroit Mercy Law helps students make the transition from school to practice, from a theoretical approach to a practical approach. Students continue to hone their legal research and writing skills. Students also participate in a required clinic, bringing them face-to-face with real clients with real problems, and select an international or comparative law course to become familiar with other legal systems.

H. Challenge – Learning to Practice

In the third or final year, students are required to work on complex transactions in the Law Firm Program. Law Firm Program courses introduce students to large firm issues and to smaller or boutique firm issues. Students draft documents, complete due diligence, receive instruction from "clients," and much more. While all students in their third or last year are required to take at least three credits of Law Firm Program coursework, students may spend much of their final year applying their knowledge to various Law Firm Program courses.

Detroit Mercy Law's innovative curriculum prepares graduates who:

- Understand the theoretical and doctrinal foundations of the law and how to recognize and, where appropriate, resolve ethical and moral issues;
- Demonstrate effective analysis of cases, statutes, and legal documents; effective oral and written communication skills; effective problem-solving skills; effective and efficient research skills; and advanced learning in one or more legal subjects;
- Possess a global perspective, knowledge about techniques and systems for dispute resolution, the profession's fundamental values, and training in all the fundamental lawyering skills; and
- Commit to life-long learning and to social justice and pro bono activities, including improving the administration of justice.

II. ACADEMIC ELIGIBILITY

A. DEGREE REQUIREMENTS

1. AMERICAN JURIS DOCTOR PROGRAM

For students who matriculate in Fall 2024 and later, they are eligible for the award of the degree of Juris Doctor if they receive passing grades in courses totaling 90 credits, with a cumulative grade point average of not less than 2.0 and meets all other requirements.

For students who matriculate in Fall 2023 or earlier, the required cumulative grade point average is not less than 2.2. A student who receives passing grades in courses totaling 90 credit hours, with a cumulative grade point average of not less than 2.2, and meets all other requirements, is eligible for the award of the degree of Juris Doctor.

The School offers full and part-time programs that lead to the award of the degree; the same standards of performance are required in each. In no case may a student graduate more than 72 months from matriculation.

To graduate, students must have a minimum of 64 credit hours earned through regularly scheduled classroom instructions or direct faculty instructions. These credit hours shall not include credit earned for the following: (1) externships; (2) directed research; (3) law review, moot court, or other co-curricular activities for which credit is given; (4) credit earned from another department, school, or college of Detroit Mercy Law or at another institution of higher learning, or (5) credit hours earned in studies or activities outside the United States in compliance with Standard 307 that are not law related.

a. DAY DIVISION

Day Division students take 12 to 16 credits per semester (Fall and Winter).

The Day Division requires six semesters for completion of the degree requirements. Classes in this division normally meet from 8:00 a.m. to 5:55 p.m. Monday through Friday. The Law School occasionally offers Saturday classes as well.

Except for students originally admitted into a four-year day program (Part-time Day Division – 9 to 12 credit hours per semester) or five-year day program, (Extended Day Division – 7 to 10 credit hours per semester), students in the Full-Time Day Division are expected to graduate at the end of three academic years. To graduate within four or five years of matriculation, part-time students may need to register for summer session courses, Saturday classes, or both.

Students enrolled in the Full-time Day Division are expected to devote substantially all of their time during the academic year to their law studies.

After completion of the first year, a minimum load in the Day Division is 12 credit hours per semester and the maximum load is 16 credit hours. Students may request permission from the Dean for Academic Affairs to enroll in up to 18 credit hours per fall and winter semester if they have a cumulative GPA of 2.8 or above. Such requests will be considered on a case-by-case basis, with special attention to the proposed course load.

b. EVENING DIVISION

The School has suspended its evening program and is no longer enrolling new students into the program. The last evening cohort matriculated in Fall 2017.

c. TRANSFERS BETWEEN DIVISIONS

No student may transfer from one division to the other without written permission of the Dean for Student Affairs. Absent extenuating circumstances, students should complete all required courses in the student's original division.

d. REQUIRED COURSES

For students who matriculate in Fall 2024 and later, the minimum passing grade for all courses is 2.0. The following courses are required:

Foundation Courses	Credits	Minimum Passing Grade
LAW 1060 Intro to Legal Research & Communication I	1 credit	2.0
LAW 1061 Intro to Legal Research & Communication II	1 credit	2.0
LAW 1080 Applied Legal Theory & Analysis I	2 credits	2.0
LAW 1081 Applied Legal Theory & Analysis II	3 credits	2.0
LAW 1112 Contracts	4 credits	2.0
LAW 1122 Property	4 credits	2.0
LAW 1130 Torts	4 credits	2.0
LAW 1140 Criminal Law	3 credits	2.0
LAW 1152 Civil Procedure	4 credits	2.0
LAW 1202 Critical Lawyering Skills in Social Context	4 credits	2.0

Core Courses[1]	Credits	Minimum Passing Grade
LAW 2060 U.S. Constitutional Law	4 credits	2.0
LAW 2220 Evidence	4 credits	2.0
LAW 2470 Professional Responsibility	3 credits	2.0
Upper-Level Writing Requirement	2 – 3 credits	2.0
Clinic	3 – 4 credits	2.0
Law Firm Program	3 credits	2.0
Global Law	1 – 3 credits	2.0

For students who matriculate in Fall 2023, the following courses are required:

Foundation Courses	Credits	Minimum Passing Grade[2]
LAW 1082 Applied Legal Theory & Analysis I	3 credits	1.5/2.0
LAW 1083 Applied Legal Theory & Analysis II	4 credits	1.5/2.0
LAW 1112 Contracts	4 credits	2.2/2.0
LAW 1122 Property	4 credits	2.2/2.0
LAW 1130 Torts	4 credits	2.2/2.0
LAW 1140 Criminal Law	3 credits	2.2/2.0
LAW 1152 Civil Procedure	4 credits	2.2/2.0
LAW 1202 Critical Lawyering Skills in Social Context	4 credits	2.2/2.0

[1] U.S. Constitutional Law, Evidence, and Professional Responsibility must be taken within the first 60 credits earned at the Law School. This requirement may be waived by the Associate Dean of Academic Affairs in exceptional circumstances, such as a conflict between the upper-level course and a foundational course.

[2] Beginning in Fall 2024, the minimum passing grade for all courses taken at Detroit Mercy Law is 2.0. Students taking any core course in Fall 2024 and beyond must achieve a grade of 2.0 to earn a passing grade. The minimum passing grades listed first in the chart apply to any course taken before Fall 2024.

Core Courses[3]	Credits	Minimum Passing Grade
LAW 2060 U.S. Constitutional Law	4 credits	2.0
LAW 2220 Evidence	4 credits	2.0
LAW 2470 Professional Responsibility	3 credits	2.0
Upper-Level Writing Requirement	2 – 3 credits	2.0
Clinic	3 – 4 credits	2.0
Law Firm Program	3 credits	2.0
Global Law	1 – 3 credits	2.0

For students who matriculated in Fall 2021 – Fall 2022, the following courses are required:

Foundation Courses	Credits	Minimum Passing Grade[4]
LAW 1082 Applied Legal Theory & Analysis I	3 credits	1.5/2.0
LAW 1083 Applied Legal Theory & Analysis II	4 credits	1.5/2.0
LAW 1110 Contracts I	3 credits	2.2/2.0
LAW 1111 Contracts II	3 credits	2.2/2.0
LAW 1120 Property I	3 credits	2.2/2.0
LAW 1121 Property II	3 credits	2.2/2.0
LAW 1130 Torts	4 credits	2.2/2.0
LAW 1140 Criminal Law	3 credits	2.2/2.0
LAW 1152 Civil Procedure	4 credits	2.2/2.0

Core Courses[3]	Credits	Minimum Passing Grade[4]
LAW 2060 U.S. Constitutional Law	4 credits	2.2
LAW 2220 Evidence	4 credits	2.2
LAW 2470 Professional Responsibility	3 credits	1.5/2.0
Upper-Level Writing Requirement	2 – 3 credits	1.5/2.0
Clinic	3 – 4 credits	1.5/2.0
Law Firm Program	3 credits	1.5/2.0
Global Law	1 – 3 credits	1.5/2.0

For students who matriculated in Fall 2020, the following courses are required:

Foundation Courses	Credits	Minimum Passing Grade
LAW 1060 Intro to Legal Research & Communication I	1 credit	P
LAW 1061 Intro to Legal Research & Communication II	1 credit	P
LAW 1080 Applied Legal Theory & Analysis I	2 credits	1.5
LAW 1081 Applied Legal Theory & Analysis II	3 credits	1.5
LAW 1110 Contracts I	3 credits	2.2

[3] U.S. Constitutional Law, Evidence, and Professional Responsibility must be taken within the first 60 credits earned at the Law School. This requirement may be waived by the Associate Dean of Academic Affairs in exceptional circumstances, such as a conflict between the upper-level course and a foundational course.

[4] Beginning in Fall 2024, the minimum passing grade for all courses taken at Detroit Mercy Law is 2.0. Students taking any core course in Fall 2024 and beyond must achieve a grade of 2.0 to earn a passing grade. The minimum passing grades listed first in the chart apply to any course taken before Fall 2024.

LAW 1111 Contracts II	3 credits	2.2
LAW 1120 Property I	3 credits	2.2
LAW 1121 Property II	3 credits	2.2
LAW 1130 Torts	4 credits	2.2
LAW 1140 Criminal Law	3 credits	2.2
LAW 1152 Civil Procedure	4 credits	2.2

Core Courses[5]	**Credits**	**Minimum Passing Grade**[6]
LAW 2060 U.S. Constitutional Law	4 credits	2.2/2.0
LAW 2220 Evidence	4 credits	2.2/2.0
LAW 2470 Professional Responsibility	3 credits	1.5/2.0
Upper-Level Writing Requirement	2 – 3 credits	1.5/2.0
Clinic	3 – 4 credits	1.5/2.0
Law Firm Program	3 credits	1.5/2.0
Global Law	1 – 3 credits	1.5/2.0

In addition to Foundation Courses and Core Courses, students must earn a minimum of 34 elective credit hours to satisfy the degree requirement of 90 credits.

Courses that satisfy the Upper-Level Writing Requirement, Clinic, Law Firm Program, or Global Law course requirements will be clearly indicated on the class schedule for each term.

Students cannot use one course to satisfy more than one graduation requirement.

Any student receiving a grade below the minimum grade required for graduation in a required course must enroll in, repeat, and earn a passing grade in that course. Absent exceptional circumstances, an affected student must retake any such course when it is next offered (excluding the Summer term). Upon specific written request by an affected student made at least a week before a term begins, the Dean for Academic Affairs shall determine whether exceptional circumstances are present and, if such circumstances are present, shall waive the requirement that the course be retaken at that time.

If the course is next offered during the Summer term, an affected student may retake the course during the Summer, but the student is not required to do so.

The original attempt, grade, and grade point average will remain on the student's record. The credit hours will be replaced at the time the repeated course has been completed. Neither the Petitions Committee nor the administration may waive this requirement.

[5] U.S. Constitutional Law, Evidence, and Professional Responsibility must be taken within the first 60 credits earned at the Law School. This requirement may be waived by the Associate Dean of Academic Affairs in exceptional circumstances, such as a conflict between the upper-level course and a foundational course.

[6] Beginning in Fall 2024, the minimum passing grade for all courses taken at Detroit Mercy Law is 2.0. Students taking any core course in Fall 2024 and beyond must achieve a grade of 2.0 to earn a passing grade. The minimum passing grades listed first in the chart apply to any course taken before Fall 2024.

2. CANADIAN AND AMERICAN DUAL JURIS DOCTOR PROGRAM

Beginning with students who matriculate in Fall 2024, students in the Canadian & American Dual JD program ("Dual JD Program") who receives passing grades in the required number of credit hours at both the University of Detroit Mercy School of Law and the University of Windsor Faculty of Law, with a cumulative grade point average of not less than 2.0 and who meet all other requirements, are eligible for the award of the degree of Juris Doctor from both institutions.

For students who matriculated before Fall 2024, the cumulative grade point average must be not less than 2.2. In no case may a student graduate more than 72 months from matriculation. Beginning in Fall 2024, the minimum passing grade for all Detroit Mercy Law courses is a 2.0.

a. COURSE OF STUDY AT DETROIT MERCY LAW

In the first year of the Dual JD program, the student will be automatically enrolled in Comparative Legal Writing and Research at Detroit Mercy Law for Terms I and II, and in two courses during Term III (the summer semester). First-year dual degree students may not enroll in elective coursework at Detroit Mercy Law during Terms I and II, but may enroll in elective courses during Term III, subject to the credit hour limits outlined below.

Beginning in Term III of the first year, the dual JD student may enroll in elective courses at Detroit Mercy Law. In Terms I and II of their upper-level years, the maximum number of credit hours in which a student may enroll is 16. Students in the Dual JD program may request permission from the Dean for Academic Affairs to enroll in up to 20 credit hours per semester. Such requests will be considered on a case-by-case basis, with special attention to the student's academic performance in prior terms. In Term III, the maximum number of credits in which a Dual JD student may enroll is 10.

b. TRANSFERS INTO AND OUT OF THE DUAL JD PROGRAM

No student may transfer from the Dual JD program to the US JD program after matriculation; nor may students in the US JD program transfer into the Dual JD program after matriculation.

c. REQUIRED COURSES

First Year	**Credits**	**Location**
LAW 1070 Comparative Legal Writing & Research I[7]	5 credits	Detroit Mercy Law
LAW 1071 Comparative Legal Writing and Research II[7]	4 credits	Detroit Mercy Law
Canadian & US Contracts	6 credits	Windsor Law
Canadian & US Property	6 credits	Windsor Law
Canadian & US Criminal Law	6 credits	Windsor Law
Canadian Constitutional Law	5 credits	Windsor Law
Indigenous Legal Orders (beginning with the class matriculating Fall 2019)	3 credits	Windsor Law

[7] Students will receive separate grades for the Fall and Winter semesters.

Second Year, including the summer prior:	Credits	Location
LAW 2480 Canadian & US Professional Responsibility	4 credits	Detroit Mercy Law
LAW 2080 U.S. Civil Procedure	3 credits	Detroit Mercy Law
LAW 2230 Canadian & US Evidence	5 credits	Detroit Mercy Law
LAW 2060 US Constitutional Law	4 credits	Detroit Mercy Law
LAW 2160 Canadian & US Business Organizations	5 credits	Detroit Mercy Law
LAW 2120 Canadian & US Torts	5 credits	Detroit Mercy Law
Canadian Civil Procedure	4 credits	Windsor Law

Other Required Courses	Credits	Location
Upper-Level Writing Requirement	2-3 credits	Detroit Mercy Law
Law Firm Program	3 credits	Detroit Mercy Law
Clinic	3-4 credits	Detroit Mercy Law
Transnational/Comparative Law Requirement	6 or more credits	Detroit Mercy Law

Courses that satisfy the Upper-Level Writing Requirement, Clinic, Law Firm Program, or Global Law course requirements will be clearly indicated on the class schedule for each term.

Students cannot use one course to satisfy more than one graduation requirement.

d. RECEIVING THE JD/JD DEGREES

Students must complete all degree requirements at both Detroit Mercy Law and the University of Windsor Faculty of Law to be awarded the degrees from the program. The degrees are awarded jointly, which means that students are not eligible to receive one degree in advance of completing the requirements for both programs.

3. JD/MBA PROGRAM

Students enrolled in the JD/MBA Program earn joint degrees from the School of Law and the College of Business Administration (CBA).

a. COURSE OF STUDY

Law students enrolled in the JD/MBA program devote their first year to the standard first-year law school curriculum. After the first year, most students pursue an integrated course of study in both colleges. Some prefer to devote most of the second year to the MBA portion of the program. The joint JD/MBA program requires approximately three and one-half to four years of full-time study, depending on the number of courses required for the MBA. For part-time students, the first-year law curriculum will require two academic years to complete. For the JD degree, 78 School of Law credit hours are required; and at least 12 credits must be earned through the College of Business Administration.

b. APPLICATION TO THE PROGRAM

Law students may apply to the JD/MBA program during their first year of study at the School of Law. Applications may be submitted to Admissions.

c. REQUIRED COURSES

Students in the JD/MBA program are required to complete all required law courses (foundation and core). In addition to these courses, students must complete the courses required by the College of Business Administration (CBA). The CBA sets and tracks these required courses.

d. ELECTIVE COURSES

Students complete nine hours of electives specifically approved as part of a cognate area concentration. These electives may be either law or business courses. Law courses considered as business electives also may be counted toward the 78 hours required for the JD. The JD/MBA faculty advisor in the Law School must approve the cognate concentration.

e. RECEIVING THE JD/MBA DEGREES

Students must complete all requirements for both the JD and the MBA to be awarded the degrees from the program. The degrees are awarded jointly, which means that students are not eligible to receive one degree in advance of completing the requirements for both programs.

B. SUMMER SEMESTER

The School offers a summer semester that consists of two components: a two-week Intersession and a seven-and-one-half week Term III. No summer semester work is required of students in the US JD program. A student may take courses toward the Juris Doctor degree when summer courses are offered. Students may enroll in up to three credit hours in the Intersession. The maximum summer semester load for students enrolled in the US JD Program or the JD/MBA Program, including both the Intersession and Term III, is nine credit hours, regardless of the student's division. US JD students with a first semester GPA below a 2.2 will not be permitted to take summer courses at the end of their first year. This limitation may not be waived by the Administration.

Dual JD students are required to take courses during Term III following their 1L year, and they are permitted to take Term III and Intercession courses in the summer following their 2L year. The maximum number of credits that a Dual JD student may take during the summer semester, including both the Intersession and Term III, is 10 credit hours.

C. LEAVE OF ABSENCE

Students who wish to step away from their program of study for a defined period may request a leave of absence. Students may request a leave of absence for personal, medical, career, or other valid reasons. A request for a leave of absence must be submitted in writing to the Dean for Student Affairs. A leave of absence cannot be granted to a student who has not earned credits, for a period of less than one semester, or less than the time remaining in the semester in which the leave was requested; nor will a leave of more than one full year be granted. Students may request additional leave at the conclusion of a leave of absence. Students requesting a leave of absence will be encouraged to seek counsel from the Financial Aid Office to understand the effect that the leave may have on their financial aid and student loans. Grant of the request will not waive the 72-month period for completion of studies. In the Dual JD program, a student must seek and receive permission for a leave of absence from both Detroit Mercy Law and the University of Windsor Faculty of Law.

D. EMPLOYMENT

It is recommended that first-year, full-time law students refrain from employment during their first year. In addition, upper-level students should not be employed for more than 20 hours per week during the academic year. Full-time is defined as a course load of 12 credit hours or more per semester.

E. STANDARDS FOR CONTINUED ENROLLMENT

1. GENERAL STANDARD

For students matriculating in Fall 2024 and beyond, a cumulative grade point average of not less than 2.0 at the completion of the first two semesters of legal study and thereafter is a prerequisite for continued enrollment. The Petitions Committee may waive the above requirement only in exceptional circumstances, provided the student in question has a cumulative grade point average of not less than 1.8. The presumption, however, is that a cumulative GPA of less than 2.0 at the conclusion of the first two semesters of legal study will result in dismissal.

2. STANDARD FOR REQUIRED COURSES IN THE AMERICAN JD PROGRAM

For students matriculating in Fall 2024, the minimum passing grade for all Law School courses is 2.0. Students whose overall grade point average is 2.0 or higher, but who earn a grade below 2.0 in a required course must retake that course and earn a passing grade to graduate.

For students matriculating in Fall 2023, the minimum passing grade for all Law School courses starting in Fall 2024 is a 2.0. Students in the US JD program who took one of the following foundational courses before Fall 2024 must earn a grade of at least 2.2 to pass the course: Civil Procedure, Contracts, Constitutional Law, Criminal Law, Critical Legal Skills in Social Context, Evidence, Property, and Torts. In addition, the minimum passing grade for Applied Legal Theory and Analysis is 1.5. If a student who matriculated in Fall 2023 or earlier is taking a foundational required course in Fall 2024 or beyond, the minimum passing grade for the course is 2.0. Students whose overall grade point average is 2.2 or higher, but who earn a grade below the minimum passing grade for a course, will be required to retake the course and earn a passing grade to graduate.

Absent exceptional circumstances, a student must retake any such course when it is next offered (excluding the Summer term). Upon specific written request by an affected student made at least a week before a term begins, the Dean for Academic Affairs shall determine whether exceptional circumstances are present and, if such circumstances are present, shall waive the requirement that the course be retaken at that time. If the course is next offered during the Summer term, an affected student may retake the course during the Summer but is not required to do so.

Students will not be charged tuition for retaking these required courses.

For students matriculating before Fall 2023, the minimum passing grade for all Law School courses starting in Fall 2024 is 2.0. Students who took one of the following foundational or core courses before Fall 2024 in the American JD program must have earned a grade of at least 2.2 in each of the following required courses: Contracts I & II, Civil Procedure (either I & II, for students who matriculated in Fall 2019 or earlier, or Civil Procedure, for students who matriculated in fall 2020 or later), Criminal Law, Property I & II, Torts, Constitutional Law, and Evidence. In all other required courses taken before Fall 2024, students in the American JD program must earn the minimum passing grade of 1.5. Students

whose overall grade point average is 2.2 or higher, but who earn a grade below the minimum passing grade for a course, will be required to retake the course and earn a passing grade to graduate.

Absent exceptional circumstances, an affected student must retake any such course when it is next offered (excluding the Summer term). Upon specific written request by an affected student made at least a week before a term begins, the Dean for Academic Affairs shall determine whether exceptional circumstances are present and, if such circumstances are present, shall waive the requirement that the course be retaken at that time. If the course is next offered during the Summer term, an affected student may retake the course during the Summer but is not required to do so.

Students will not be charged tuition for retaking these required courses.

3. STANDARD FOR REQUIRED COURSES IN THE DUAL JD PROGRAM

Beginning in Fall 2024, dual JD students must earn a 2.0 in all courses in the program. Failure to earn a 2.0 grade in a required course must retake the course when it is next offered. Absent exceptional circumstances, an affected student must retake any such course when it is next offered. Upon specific written request by an affected student made at least a week before a term begins, the Dean for Academic Affairs shall determine whether exceptional circumstances are present and, if such circumstances are present, shall waive the requirement that the course be retaken at that time.

4. REMEDIAL ACTIONS FOR STUDENTS WITH A G.P.A OF UNDER 2.8

US JD students who earned an overall grade point average of less than 2.8 upon completion of the first two semesters of study ("at-risk upper-class students") will be required to take four of the following six bar-tested courses to graduate:

- LAW 2010 Business Organizations (4 credits)
- LAW 2070 First Amendment (3 credits)
- LAW 2100 Criminal Procedure: Investigations (4 credits)
- LAW 2130 Estates and Trusts (4 credits)
- LAW 2490 Sales (3 credits)
- LAW 2500 Secured Transactions (3 credits)

Students who subsequently raise their cumulative grade point average to 3.0 by their second to last semester before graduation will be permitted to opt out of this requirement.

5. ACADEMIC JEOPARDY

For students who matriculate in Fall 2024 and have an overall grade point average above 2.0, but whose semester grade point average is below 2.0, is on probation. A student whose overall grade point average is above 2.0, but whose semester grade point average is below 2.0 for two consecutive semesters, shall be suspended from the Law School for one full calendar year. Summer sessions shall not be considered for the purposes of this rule.

For students who matriculated prior to Fall 2024 and have an overall grade point average above 2.2, but whose semester grade point average is below 2.2, is on probation. A student whose overall grade point average is above 2.2, but whose semester grade point average is below 2.2 for two consecutive semesters, shall be suspended from the Law School for one full calendar year. Summer sessions shall not be considered for the purposes of this rule.

The student who is suspended must retake all courses in which he or she did not receive a passing grade during the two consecutive semesters and achieve a grade of 2.0 or higher as a condition of continued enrollment and lifting of the suspended status. Both the original grade and the repeated grade shall be included within the computation of the student's cumulative grade point average. The student shall receive academic credit toward the credits required for graduation only one time.

6. SUPPORT AVAILABLE FROM THE ACADEMIC SUCCESS DEPARTMENT

All students may access the services offered by the Academic Success Department. The Academic Success Department meets with students on an individual or small group basis to discuss various aspects of law school study, including the following:

- Reading and briefing cases
- Taking meaningful class notes
- Participating in class
- Using laptops carefully and appropriately in law school
- Studying in groups effectively
- Using supplemental study aids advantageously (we offer a lending library of study materials available for all students)
- Reviewing and synthesizing material
- Managing time and avoiding the tendency to procrastinate
- Balancing school, work, and home life
- Preparing for and taking exams
- Meeting with professors
- Course selection for upper class students to prepare for the bar examination.

The Academic Success Department also provides the following services:

- Meeting with 1L and upper-class students to review writing assignments.
- Meeting with students in academic jeopardy.
- Providing, on an individual basis, assignments and exercises, and feedback on those assignments and exercises, to improve students' writing and analytical skills.

The Department also consults with students and graduates on a variety of bar related topics:

- Assistance with the bar exam application process (in any state)
- Counseling on matters of character and fitness
- Personalized study plans, strategies, and goals for the duration of the bar prep period
- Feedback on essay questions
- Individual consultations throughout the bar prep period
- Provision of practice questions and feedback to improve bar exam skills.

F. READMISSION

Any student whose enrollment at any ABA-approved law school has been terminated for academic reasons may be readmitted as an entering first-year student as if he or she were enrolling in the School of Law for the first time. Such applications for readmission shall be in the jurisdiction of the Admissions Committee. Any applicant who is seeking readmittance to law school must explain in writing to the

Committee (1) the reasons that the applicant was terminated from law school and (2) the steps the applicant has taken or plans to take to address those reasons.

G. WITHDRAWALS

Any student who voluntarily withdraws from the School of Law must communicate that intention in writing to the School of Law Registrar. The communication must contain the student's name, student number, reason for the withdrawal, date of the withdrawal, and, if the student is transferring, the name of the institution to which the student has been accepted for transfer. Upon receipt of this communication, the School of Law Registrar will close the student's file.

H. WAIVER OF RULES

In exceptional cases such as reasons of health, unexpected employment obligations, or enrollment in approved courses in other schools, the Dean or other appropriate administrative official may approve a variance from the above requirements regarding Academic Eligibility except where waivers are expressly prohibited. Permission must be sought in writing.

III. CURRICULUM AND COURSE POLICIES

A. CURRICULUM OVERVIEW

Each program of legal study consists of foundation courses, core courses, and elective courses, as described in Section II.A. The Detroit Mercy Law curriculum is designed to provide a strong basis in core legal principles and subjects, in-depth legal research and writing skills, and diverse opportunities for practical experiences, both in simulated and clinical courses. Detroit Mercy Law students are further expected to apply ethical principles to legal issues and practice and will explore diverse legal traditions through the global requirement.

Detroit Mercy Law offers courses that meet these goals. In addition to the bar-tested courses, students will conduct original research through an upper-level writing course, hone practice skills through a law firm program course, and will serve clients through the Detroit Mercy Law clinical courses. Students in the US JD program may elect to pursue concentrations in Family Law or Immigration Law, or to take advantage of the Intellectual Property Law Institute's course offerings. Students may pursue a particular area of interest through the Directed Research course.

1. ETHICS ACROSS THE CURRICULUM

At the beginning of the semester, all faculty members are required to include ethics in course syllabi as a topic that will be treated as it relates to the substantive area of the law covered in the course. This ethical component may be accomplished through discussion, in combination with the writing assignment, or by other means.

2. UPPER-LEVEL WRITING REQUIREMENT

All students are required to complete at least two credits of the upper-level writing requirement. This requirement can be met by taking a course that adheres to the learning outcomes for upper-level writing requirements and includes a seminar or selected topics course, advanced advocacy, a judicial clerkship, transactional drafting, litigation drafting, transactional drafting, or a law review note or comment. All courses, except for law review, are limited to 16 students, unless both the instructor and

the Academic Dean agree to increase the size of the course. In no case may the course exceed 20 students.

3. LAW FIRM PROGRAM COURSES

The Law Firm Program is a series of course offerings that are structured to mimic the work assignments, feedback, and professional skills development that first-year lawyers would experience at law firms, government agencies, non-profit organizations, and corporate legal departments. Detroit Mercy Law offers Law Firm Program courses in a variety of subjects, thereby allowing students to deepen their knowledge of a subject and to develop one or more specialties. Courses that satisfy this requirement are labeled "LFP" and are listed in the course information provided for registration. All LFPs are limited to 16 students, unless both the instructor and the Academic Dean agree to increase the size of the course. In no case may the course exceed 20 students.

4. CLINICAL COURSES

The required clinical program is evidence of the School's Mission to provide an educational experience that emphasizes "experiential learning" and "service to others." Students attend weekly classes that focus on relevant skills and substantive law and all clinics provide meaningful guided reflection. Additionally, each clinical professor works with their students throughout the semester to discuss and evaluate performance and accomplishments and provides a final comprehensive exit interview. Students may enroll in clinical courses when they have completed the 30 credit hours of foundation courses. The registration materials will advise students as to the clinical offerings every semester.

5. GLOBAL LAW COURSES

Detroit Mercy Law seeks to inculcate in students an awareness of and appreciation for the global nature of the practice of law and for the contributions of other legal systems. To that end, each student in the American US JD program must take at least one course exposing them to another legal system. A variety of courses satisfy the global distribution requirement. Courses that satisfy this requirement are designated as such on the registration materials each semester.

6. TRANSNATIONAL LAW COURSES

Students in the Dual JD program are required to take six or more credits in courses that satisfy the transnational/comparative law requirements. Transnational/Comparative Law courses include a component of the course devoted to the law of Canada. Students may choose from among the following courses to fulfill the Transnational/Comparative Law Requirement, provided that the course includes a component devoted to the law of Canada. Courses that satisfy this requirement are designated as such on the registration materials each semester.

7. DIRECTED RESEARCH

a. LIMITS

Directed Research may be supervised by full-time faculty members. Faculty members shall not direct research for credit except in subjects in which they teach or have a particular expertise. A directed research project does not fulfill the upper-level writing requirement. A student must have a cumulative grade point average of 2.5 to enroll in directed research. Adjunct faculty with particular expertise who teach regularly at the law school may supervise a one-credit directed research project, if the student obtains the consent of the Dean of Academic Affairs. With respect to two- or three-credit directed

research projects, adjunct faculty may supervise the projects in coordination with a resident faculty member. In this situation, the full-time faculty and adjunct faculty would grade the project jointly.

b. INITIATION

A directed research project may be initiated by either faculty or student. A student wishing to elect Directed Research for one or two credit hours must submit a short outline of the proposed project to the chosen faculty member as a sponsor. The outline shall include a statement of the purpose or objective of the research and the anticipated results. This process shall be completed on or before the deadline for adding a course in a given semester.

Students wishing to elect Directed Research for more than two hours must submit a detailed proposal to the Curriculum Committee for approval. If the Committee approves of the project and the credit hours, it may appoint a special committee to supervise the project. The special committee may consist of members of faculty, or of both faculty members and individuals chosen from the community.

Students must register for Directed Research 4010 (1 credit) or 4020 (2 credits) through the registration process.

c. PROCESS

Students enrolling in Directed Research must set up a schedule of meetings with the faculty member (or Committee) and due dates for stages of the project. It is suggested that five meetings should take place during the project. At a minimum, each student working on a directed research project must meet at least twice with the professor; once to discuss and approve the topic and once to discuss the draft and the professor's comments.

Every student shall submit a substantial draft of the paper. The professor shall review the rough draft and make necessary corrections and suggestions. These should include direction of research, organization, legal reasoning and writing style. Detailed comments should be provided.

The research paper should be in acceptable law review form, unless good reason dictates otherwise. Proper citations, correct use of signals, and law review caliber writing style should be required. A student receiving one (1) credit hour should submit a paper of approximately 20 pages, exclusive of footnotes or endnotes. A student receiving two (2) credit hours should submit a paper of approximately 40 pages, exclusive of footnotes or endnotes.

A student writing for one credit hour should expect to put in about 45 - 60 hours of work and a student writing for two credit hours, about 90 - 120 hours of work. A student writing for more than two credit hours shall work out arrangements with the supervising committee as to the length of the paper and hours to be devoted to it.

Each student enrolled in Directed Research shall receive a written evaluation of performance and a numerical grade. Every paper written for Directed Research shall be placed on reserve in the library. Appropriate papers shall be referred to the University of Detroit Mercy Law Review for consideration for publication. A student will normally be limited to two Directed Research projects during his or her law school career; a petition shall be made to the Curriculum Committee for prior approval of a greater number.

8. EXTERNSHIPS

Students participating in externships will work with a selected public sector agency, law office or judge taken from the approved list, unless otherwise agreed. Students are not eligible for credit with private firms or attorneys. Tasks undertaken include research, writing, analyzing, and assisting counsel or assisting judges. Depending upon the externship program, students may go to court to represent a client or agency.

Each student is required to work at the designated placement at least 120-180 hours a semester contingent upon the requirements of the specific program, or by what is arranged with the Director of Externships before the semester starts.

In addition to the hours required for the individual placements, there is a one-hour mandatory extern class every month in the fall and winter semesters. In the summer program, extern participants communicate via e-mail and telephone with their extern professor and work on a supervised research project related to the work they are doing at the externship. This is normally an approved seven-page paper.

All extern participants are required to keep a weekly journal of their work. Participants in the Fall and Winter semesters will close out the semester with a five-page reflective paper on their work.

To be eligible to enroll in an externship, a student must be in good academic standing, must have completed the 24 foundation credit hours with a 2.20 GPA, and must be pre-approved for placement by the Director of Externships.

9. INTELLECTUAL PROPERTY LAW INSTITUTE

The Intellectual Property Law Institute (IPLI) was created in 1987 through the efforts of the State Bar of Michigan and the law faculties of the University of Detroit Mercy, Wayne State University, and the University of Windsor.

IPLI provides basic knowledge and advanced legal education and furthering knowledge, scholarship, and research in the law governing the richly diverse fields of intellectual property: patents, copyrights, trademarks, trade secrets and know-how, computers and related technology, communications and media, entertainment, technology transfer, trade regulation, and the arts.

The primary purpose of IPLI is to facilitate the offering of an exceptional and rich curriculum for law students and lawyers in the field of intellectual property.

Full-time students at each of the three law schools may register for any IPLI course and will pay the tuition required at their home institution. The course will be credited towards their law degree. In the case of lawyers in the field of intellectual property, tuition will be paid directly to IPLI.

Please contact the Law School Registrar's Office for information on registering for an IPLI course.

10. CONSORTIUM AGREEMENT WITH UNIVERSITY OF WINDSOR FACULTY OF LAW

Students in good standing enrolled in the American US JD program may take one or more courses at the University of Windsor Faculty of Law, while paying Detroit Mercy Law tuition. Students must have successfully completed all foundation courses to enroll in a consortium course. Students who wish to enroll in consortium courses will be required to abide by all consortium policies, registration procedures,

governmental requirements to allow them to cross the international border. Complete information about available consortium courses and the registration process is available from the Law School's Registrar's Office. Eligible students may enroll in a maximum of one course per semester and 12 total credit hours under the consortium program.

11. CONCENTRATIONS

a. FAMILY LAW CONCENTRATION

A concentration in Family Law allows interested students to develop expertise in family law while taking advantage of our strong offerings in this area. A student who successfully applies for and completes the family law concentration will receive a designation on the student's official transcript.

Students must complete a minimum of 14 credit hours with a 3.0 minimum GPA in the following courses. Students may not opt to take any of these courses Pass/No Pass.

A minimum of six credit hours from the following courses:

- LAW 2240 Family Law (2 or 3 cr.)
- LAW 3350 Juvenile Justice Law (3 cr.)
- LAW 3360 Children and the Law (3 cr.)
- LAW 4380 Selected Topics in Family Law Seminar (2 cr.)

Three credit hours from one of the following Law Firm Program offerings:

- LAW 7240 Children and the Law Child Welfare Proceedings Law Firm Program (3 cr.)
- LAW 7080 Family Law Law Firm Program (3 cr.)
- LAW 7380 Juvenile Justice Law Firm Program (3 cr.)

Two credit hours selected from an approved externship or clinic including:

- Family Court
- Judicial Clerkships
- Detroit Center for Family Advocacy William Booth (Salvation Army) Legal Aid Clinic
- LAW 5100 Juvenile Appellate Clinic (3 cr.)

Students are strongly encouraged to cross enroll in one of the following Psychology courses on the McNichols campus for a minimum of 3 credit hours:

- PYC 5000 Social Psychology
- PYC 5420 Principles and Issues: Child and Adolescent Development

Students may apply for the Family Law Concentration by completing the application form, which is due in the Law School Registrar's Office before the student's graduation application is submitted.

b. IMMIGRATION LAW CONCENTRATION

The Concentration in Immigration Law allows students with an interest in immigration to develop expertise in this area by taking a comprehensive range of courses offered at Detroit Mercy Law. Students who successfully apply for and complete the Immigration Concentration requirements will have a designation on their official transcripts.

Students must complete 15 credits with a minimum 3.0 GPA in each of the following courses. Students may not opt to take any of these courses Pass/No Pass:

One of the following courses:

- LAW 2960 U.S. Immigration Law or
- LAW 6230 U.S. and Canadian Immigration Law (both taught at the School of Law) or
- LAWG 5957 Canadian Immigration Law (taught at University of Windsor) for 3 credits.

At least 12 credits from the following courses:

- LAW 5060 Immigration Law Clinic for 3 or 4 credits
- LAW 5061 Advanced Immigration Law Clinic for 2 credits
- LAW 7090 Immigration Law Firm Program for 3 credits
- LAW 5160 Immigration-related Externship for 3 credits
- LAW 4330 Immigration Law Seminar for 2 credits

Students may apply for the Immigration Law Concentration by completing the application form, which is due in the Law School Registrar's Office before the student's graduation application is submitted.

B. COURSE POLICIES

1. CLASS ATTENDANCE

The American Bar Association accreditation standards mandate that a law school adopt, publish, and adhere to a policy for regular class attendance. ABA Standards and Rules of Procedure for Approval of Law Schools, Standard 308(a) (2018-19). Thus, students are encouraged to attend every class for each course in which they are enrolled. Recognizing that students may be unable to attend every class, the following attendance policy provides the consequences for missed classes.

a. COURSES THAT MEET ONCE PER WEEK

Unless a professor chooses to adopt a stricter policy as set forth in paragraph g, a student is permitted two absences in a semester for a course that meets once per week.

The third absence will reduce the student's final grade by 0.2. The fourth absence will reduce the student's final grade by an additional 0.4. Thus, if the student is absent from the course for four class periods, the student's final grade shall be reduced by 0.6.

Any absence thereafter will result in the student being dropped from the course with an Administrative Withdraw (AW) appearing on the student's transcript for the course. An AW appearing on a student's transcript results in the student not receiving a grade or credit for the course.

b. COURSES THAT MEET TWICE PER WEEK

Unless a professor chooses to adopt a stricter policy as set forth in paragraph g, a student is permitted four absences in a semester for a course that meets twice per week.

The fifth absence will reduce the student's final grade by 0.1. The sixth absence will reduce the student's final grade by an additional 0.2. The seventh absence will reduce the student's final grade by an additional 0.3. The eighth absence will reduce the student's final grade by an additional 0.4. Thus, if the

student is absent from the course for eight class periods, the student's final grade shall be reduced by 1.0.

Any absence thereafter will result in the student being dropped from the course with an AW appearing on the student's transcript for the course. An AW appearing on a student's transcript results in the student not receiving a grade or credit for the course.

c. COURSES THAT MEET THREE TIMES PER WEEK

Unless a professor chooses to adopt a stricter policy as set forth in paragraph g, a student is permitted six absences in a semester for a course that meets three times per week.

The seventh absence will reduce the student's final grade by 0.1. The eighth absence will reduce the student's final grade by 0.2. The ninth absence will reduce the student's final grade by 0.3. The tenth absence will reduce the student's final grade by 0.4. Thus, if a student is absent from the course for ten class periods, the student's final grade shall be reduced by 1.0.

Any absence thereafter will result in the student being dropped from the course with an AW appearing on the student's transcript for the course. An AW appearing on a student's transcript results in the student not receiving a grade or credit for the course.

d. PASS/NO PASS COURSES

The spirit and letter of the above policy should be adhered to in a course that a student takes pass/no pass. Thus, a student taking a course pass/no pass will be dropped from the course with an AW appearing on the student's transcript for the course in accordance with the attendance policy set forth above. Further, the professor should take into consideration the grade reduction that would have occurred based on the number of absences in determining whether the student's grade is above a 2.0 as to pass the course.

e. SUMMER COURSES

Unless a professor chooses to adopt a stricter policy as set forth in paragraph g, the following rule applies. In a two-credit course that meets once per week, a student is permitted one absence. The second absence will reduce the student's final grade by 0.4. Any absence thereafter will result in the student being dropped from the course with an AW appearing on the student's transcript for the course. An AW appearing on a student's transcript results in the student not receiving a grade or credit for the course.

Unless a professor chooses to adopt a stricter policy as set forth in paragraph g, the following rule applies. In a three-credit or four-credit course that meets twice per week, a student is permitted two absences. The third absence will reduce the student's final grade by 0.2. The fourth absence will reduce the student's final grade by an additional 0.4. Thus, if a student is absent from the course for four class periods, the student's final grade shall be reduced by 0.6.

Any absence thereafter will result in the student being dropped from the course with an AW appearing on the student's transcript for the course. An AW appearing on a student's transcript results in the student not receiving a grade or credit for the course.

f. INTERSESSION OR COURSES THAT DO NOT FIT IN AN ABOVE CATEGORY

A professor teaching in during the Intersession or in a course that does not fall within one of the above categories (e.g. iLaw courses) shall at a minimum adhere to the policy that after a student misses approximately 14 percent of the classes in the course, the student's final grade shall be reduced. It shall be reduced consistent with the above policy.

g. PROFESSOR DISCRETION

A professor has discretion to determine what constitutes an absence as a general policy and in specific instances. For example, a professor may deem that failure to be prepared for class is an absence and/or that tardiness is an absence.

If a professor makes no changes to this attendance policy, then the professor may in the professor's syllabus refer students to the Student Handbook for the attendance policy that covers the course.

If a professor adopts changes to this attendance policy as allowed within the professor's discretion or chooses to adopt a stricter attendance policy as is also allowed, then the professor must set forth the professor's attendance policy in the professor's syllabus for the course.

h. PROFESSOR RESPONSIBILITY

When a student exceeds the number of allotted absences such that the student must be withdrawn from the course, the professor will notify the Law School's Registrar's office.

All professors are required to maintain attendance records.

2. DETERMINATION OF CREDIT HOURS AWARDED

Standard 310(a) of the American Bar Association Standards and Rules of Procedure for Approval of Law Schools requires that: "A law school shall adopt, publish, and adhere to written policies and procedures for determining the credit hours that it awards for coursework." Because, as the ABA Standards anticipate, the types of academic activities vary, the Law School is adopting the following approaches for the determination of credit hours for coursework:

a. TRADITIONAL CASEBOOK CLASSES

Students are expected to engage in two hours of work outside of the classroom for every hour spent inside the classroom. This out-of-class time may be spent by students engaging in reading, answering problem sets, preparing for quizzes or midterms, and other activities. Thus, a two-credit course should involve two hours in the class every week and four hours of work outside the class, a three-credit course should involve three hours in class and six hours outside, and a four-credit course should involve four hours in class and eight hours outside of class. In planning student assignments to comply with these requirements, course instructors should consider the level of experience of the students as well as the difficulty of the subject matter involved. Thus, first-year courses are likely to have less reading than upper-level courses because the students will likely take longer to read the materials.

b. COURSES INVOLVING LEGAL RESEARCH AND WRITING, COURSES THAT SATISFY THE UPPER-LEVEL WRITING REQUIREMENT, AND SIMULATION COURSES

Students will be expected to spend a minimum of 42.5 hours per credit hour on class time, preparing for class, and completing assignments for the course, including any memoranda, briefs, scholarly papers, or other written work. This means that a two-credit course should be designed to requires a student to

work a minimum of 85 hours over the course of a semester, and a three-credit course should be designed to require a student to work a minimum of 127.5 hours over the course of the semester.

c. CLINICS AND EXTERNSHIPS

ABA Standard 310(b)(2) provides that a "credit hour" in the context of a clinical course should be "at least an equivalent amount of work" as required for standard law courses under Standard 310(b)(1). The requirements for a three-credit clinic course, not including an advanced clinic, are 110 minutes of classroom component (which normally would include both instruction and "rounds") and 9 hours per week of out-of-class work. The requirements for a four-credit course are 165 minutes of classroom component (again including instruction and "rounds") and 12 hours per week of out-of-class work. Students shall submit detailed time logs to the clinical professors of the time spent on out-of-class work on a biweekly basis.

Externships are three-credit courses. To receive credit for an externship, students must log a minimum of 120 hours at their field placement and submit their logs to the professor teaching the externship program and their supervising attorney on, at a minimum, a bi-weekly basis. Students are also required to fulfill other requirements for the course, including reading assignments, written submissions, and group discussions, that reasonably approximate ten additional hours of work for the course.

Credit may be withheld for any student who fails to submit accurate time logs as required.

d. DIRECTED RESEARCH PROJECTS, LAW REVIEW, MOOT COURT, AND INTERNAL ADVOCACY COMPETITIONS CREDITS

To receive credit for a directed research project, Law Review, Moot Court, and internal advocacy competitions, students must demonstrate that they have spent the requisite number of hours required to receive credits. This means that students must submit logs on a biweekly basis when they are participating in a competition, writing a note, or source checking for law review, or completing a directed research project.

The available credit hours are described below, and procedures for filing time logs are as provided below. Students shall be informed of these minimum requirements at the beginning of each semester. Failure to submit time logs will result in the withholding of credit.

Directed research projects: 1 credit hour (42.5 hours per work) or 2 credit hours (85 credit hours). Students shall submit detailed time logs to their primary supervising faculty member on, at a minimum, a bi-weekly basis.

Law Review junior members:

- Fall – 1 credit (42.5 hours)
- Winter – 2 credits (85 hours)

Students shall submit detailed time logs to the Faculty Advisor for the Law Review and to the faculty supervising their notes on a bi-weekly basis.

Moot Court:

- National Teams – 2 credits (85 hours) with the expectation that half of the time for the team consist of the writing of the brief, absent extraordinary circumstances. Students shall submit

detailed time logs to their competition coach and the Faculty Adviser for Moot Court at least biweekly.

- Executive Board and Associate Board Members – 1 credit (42.5). Credit awarded in the winter term for effort throughout the year. Students shall submit detailed time logs to the Faculty Adviser of Moot Court at least biweekly.

Internal Competitions (such as Keenan):

- 1 Credit (42.5 hours). Students shall submit detailed time sheets to the Faculty Adviser of Moot Court on a bi-weekly basis.

3. ADDING OR WITHDRAWING FROM COURSES

A student may add a course, within the limitations of other provisions, at any time during the add/drop period as defined on the Academic Calendar. A student is permitted to withdraw from a course within the add/drop period without penalty. A student who withdraws from the course after the add/drop period will receive a W on their transcript. A student who has completed 30 credit hours or more may withdraw from elective courses during the first six weeks of classes in Terms I and II and the first three weeks of Term III. After the add/drop period, a student who wishes to withdraw from a course must seek permission from the Dean for Student Affairs. The student must present evidence to the Dean of the extenuating circumstances that prompted the request for withdrawal.

Students may not withdraw from a course after the exam period has begun.

Adding or withdrawing from a clinic is always subject to the prior approval of the Dean for Experiential Learning and the clinical professor and is subject to the overall limitations in this section.

4. COURSES TAKEN AT OTHER INSTITUTIONS

A student may take courses at other ABA-accredited law schools. At least two-thirds of the course hours required for graduation must be taken at the University of Detroit Mercy. Beginning in Fall 2024, credit hours earned at other law schools will not be accepted for transfer unless a grade of 2.0 or better is attained; only the course name(s) and credit hour(s) shall be recorded. Before Fall 2024, the minimum grade required to transfer credit is a 2.2. The number of credit hours awarded for any course shall not exceed the number of credit hours for a similar course offered at the University of Detroit Mercy School of Law.

Approval shall not be given to a student to take required courses or a course that satisfies a distribution requirement (except for a course taken in a study abroad program that could satisfy the global requirement) at another school. Credit hours taken at another institution are included in the calculation of maximum and minimum loads.

Students wishing to take courses elsewhere must submit a written request to the Dean for Student Affairs requesting permission to take courses at another institution. The request should provide the name of the law school; and the name, credit hours, and course description for each course requested to be taken at that institution.

5. STUDY ABROAD

Courses taken through study abroad programs are courses taken at another institution. As such, all policies for courses taken at another institution apply.

A student in good standing who has completed the foundation courses may seek to study abroad during either the summer session (Term III) or as part of a semester-long program (Term I or II). Students who wish to study abroad are encouraged to research ABA-approved programs. Before applying to a study abroad program, the student should submit a written request to the Dean for Student Affairs to enroll in the specific courses offered through the program. The request should provide the name of the sponsoring law school; the name, location, and duration of the study abroad program; and the name, credit hours, and course description for each course requested to be taken through the study abroad program.

Many courses offered through study abroad programs will count towards a student's global distribution requirement.

6. AUDITING COURSES

Students must contact the Law Registrar's Office regarding procedures for auditing courses. With the professor's permission, students may audit elective courses in which seats are available. Regular tuition rates apply to audited courses. Auditing a course does not extend the time limit for adding the course for credit, nor does it permit a student to take the final exam.

IV. EXAMINATION AND ASSESSMENTS

A. COURSE EXAMINATIONS

In most courses, written examinations will be given upon completion of the semester. At their discretion, professors may administer other exams in addition to a final examination. Course grades will be based substantially upon the results of these written examinations. Additional factors may be taken into consideration at the professor's discretion. Any student who begins an examination receives a grade for that examination even if the student is unable to complete the examination.

The Faculty has adopted an anonymous grading policy that applies to all courses in which the determination of the course grade is based primarily on the summative examinations. Students use three- and four-digit exam numbers unique to each semester. The three-digit exam number is used for summative assessments administered during the semester, including the midterm. The four-digit exam number is used for final exams administered during the final exam period. These numbers will be used to identify the student's examinations and other assignments graded anonymously.

It is the policy of this School to assure maximum anonymity in the determination of examination and course grades. This requires the cooperation of students as well as faculty. For this reason, students shall use only examination numbers and no other mark, name, or other device on their examinations.

Student Services oversees the administration of certain assessments and final examinations and sets specific policies regarding exam conduct. Students are required to read and abide by these policies, which are posted on the Law School's website.

The Law School provides approved software for taking all examinations on computers. The software is provided at no additional charge, but students are responsible for ensuring compatibility with, and for downloading the software to, their personal device.

B. RESCHEDULED EXAMINATIONS

The School of Law expects students to take their assessments and final examinations on the scheduled dates. Students seeking to reschedule an examination must submit a written request to do so to Student Services, stating one of the following reasons:

1. SCHEDULING PROBLEMS

The student has three final examinations scheduled within 48 hours, or in the case of students in the Dual JD program, two examinations scheduled at the same time. Students needing relief because of one of the above reasons must make arrangements with the Student Services Department before the beginning of the examination period.

2. PERSONAL AND FAMILY EMERGENCIES

The student experiences illness (a doctor's note is required), death in the immediate family, or similar exigency. Students needing relief for one of these reasons must contact the Dean of Student Affairs as soon as possible (and before the beginning of the scheduled examination). Students must make up the missed assessment in accordance with the schedule set by the Student Services Department. Missed assessments should be taken as soon as possible, but no later than within three days of the student's return.

C. PAPERS, PROJECTS, OR OTHER ASSESSMENTS

Professors may require papers, projects, or other assessments as components of the final grade. The professor may, at his or her discretion, arrange for anonymous grading. The School's anonymous grading policy would apply to such projects.

D. REQUIRED COMPLETION DATE FOR ALL COURSE WORK

1. TAKE-HOME ASSIGNMENT

Where a professor requires a take-home assignment, the professor shall set the due date. However, in no event shall that due date be later than the last day of scheduled final examinations for that semester.

2. PAPERS AND PROJECTS

Where the professor requires a paper or other project, the professor shall set the due date. However, in no event shall the due date be later than the last day of scheduled final examinations for that semester.

E. CHEATING AND PLAGIARISM

1. CHEATING

Cheating is an offense under the Honor Code.

2. PLAGIARISM

Plagiarism is the "act of appropriating the literary composition of another, or parts, or passages of his [or her] writing of ideas, or the language of the same, and passing them off as a product of one's own mind." Black's Law Dictionary (5th ed.). Written passages, arguments, and paraphrases from other sources must be clearly identified as such. Professors may impose appropriate academic penalties, such as the grade of 0.0, on plagiarized assignments. Plagiarism also is an offense under the Honor Code. In addition to academic sanctions, professors may file a report regarding the conduct outlined in the Honor Code. This report may result in an Honor Council Proceeding, as outlined in the Honor Code.

F. DOUBLE SUBMISSION

Work product submitted to satisfy the requirements of each course or seminar will be independent in substance from the work submitted in other courses. Students who wish to submit one paper for two or more courses must receive the prior approval of all professors involved. Grades may be reduced for double submissions without prior approval. Double submission of work is an offense under the Honor Code.

V. GRADES

A. GRADING SYSTEM

The Law School uses criterion-referenced assessments in assigning student grades in which the students' grades reflect their mastery of the course's material. The following chart describes the meaning of grades:

Point Value	**Level of Mastery**
4.0 - 3.7	Student accomplished stated objective in an EXCELLENT or OUTSTANDING manner, demonstrating mastery of course material.
3.6 - 3.3	Student accomplished the stated objectives in a VERY GOOD manner, demonstrating mastery of much of course material.
3.2 - 2.8	Student accomplished the stated objectives in a GOOD manner, demonstrating competency of course material.
2.7 - 2.5	Student accomplished much of the stated objectives in a SATISFACTORY manner, demonstrating competency in core course material.
2.4 - 2.2	Student accomplished the stated objectives in a SATISFACTORY manner, demonstrating basic competency in core course material.
2.1 - 2.0	Student accomplished state objectives in LESS THAN SATISFACTORY manner, demonstrating competency in limited amount of course material.
1.9 - 1.5	Student accomplished stated objectives in POOR manner, demonstrating marginal competency in course material.
1.4 and below	Student did not accomplish stated objectives and will not receive a passing grade.

An I (incomplete) grade is assigned whenever a student has failed to satisfy the course requirements, excluding the examination, or due to a pending administrative matter. Students will be allowed a maximum of four weeks after the original due date of the work to complete it. If the outstanding course work is not properly completed, the I grade will be changed to a grade of 0.0. A student may not receive a grade of I in their last semester at the Law School.

Failure to take a scheduled examination without properly withdrawing from the course will result in either a grade of 0.0 or X. An X indicates that the student has promptly applied for and been granted permission by the professor and administration to postpone taking the examination. The student is then required to take the examination at the next regularly scheduled time for that course. Failure to take the rescheduled examination as specified shall result in the administrative removal of the X and the assignment of the grade of 0.0. A grade of 0.0 will be assigned whenever a student fails to take an examination and is not granted a postponement.

B. MINIMUM PASSING GRADE

Except as otherwise noted, the minimum passing grade for all courses is 2.0. Failure to achieve a minimum passing grade in a course will result in the failure to earn academic credit for the course. Failure to achieve a minimum passing grade in a course required for graduation will require the student to repeat the course and earn a minimum passing grade.

C. GRADE POINT AVERAGES

At the conclusion of each semester, a grade point average is computed for that semester and a cumulative grade point average is computed for all grades received during matriculation. Grade point averages are computed by multiplying the recorded grades by course credit and dividing the total of those values by the number of credit hours attempted. Grades received at other law schools or grades received at other schools in joint programs are disregarded in the computation of grade point averages.

D. HONORS

For students in the American JD program, at the end of the first semester of study, students with a cumulative grade point average of 3.25 or above will be eligible for inclusion on the Dean's List. Thereafter, the top 20 percent of students in each class, based on their semester grade point averages, will be eligible for inclusion in the Dean's List for each subsequent required semester of study.

For students in the Canadian & American JD program, at the end of the first year of study, students with a Detroit Mercy Law cumulative grade point average of 3.25 or above will be eligible for inclusion on the Dean's List. Thereafter, the top 20 percent of students in each class, based on their Detroit Mercy Law semester grade point averages, will be eligible for inclusion in the Dean's List for each subsequent required semester of study.

In computing the grade point average for the award of graduation honors, a candidate who has achieved a cumulative grade point average of at least 3.25 will graduate cum laude; one who has achieved a cumulative grade point average of at least 3.50, magna cum laude; one who has achieved a cumulative grade point average of at least 3.75, summa cum laude. Transfer students must complete 60 or more of their credits at Detroit Mercy Law to be eligible for honors.

E. PASS/NO PASS OPTION

Courses that a student must take to graduate (which may vary depending upon the specific program and performance of a student) may not be taken on a pass/no pass basis.

Any student who has successfully completed 30 credit hours may choose thereafter to take one elective course that is graded numerically per term on a pass/no pass basis. Under no circumstances may a student take more than one numerically graded course in a semester as a pass/no pass course, and students are limited to a total of four pass/no pass course elections in their upper-level years.

The decision to take an elective on a pass/no pass basis, or to revoke the decision, must be communicated to the Law School Registrar, in writing, by the last day of classes or the day before the exam is administered, whichever comes first.

A professor may forbid the pass/no pass option by notifying the Registrar in writing before the first day of class for the term. Notice of a student's intent to take an elective on a pass/no pass basis shall not be communicated to the professor.

Beginning in Fall 2024, the Registrar shall administratively substitute a P (passing) for any grade reported by a professor of 2.0 or above. If the professor reports a grade of 1.9 or below, the Registrar shall administratively substitute a grade of NP (not passing). A grade of NP will not be included in the calculation of the student's semester or cumulative grade point average, and the student will receive no credit towards the satisfaction of graduation requirements.

These limitations do not apply to courses that are only offered on a pass/no pass basis.

F. GRADE CHANGES

Faculty shall not change a student's grade except when a professor discovers discrepancies in the mathematical computation or transcription of a student's grade or when a professor realizes that they inadvertently failed to award credit that should have been awarded (based on the professor's rubric for an assessment or course).

To change a grade for one of the above reasons, a professor must supply the Registrar and Dean for Academic Affairs with a written justification that includes the reasons for the change, a statement of the original grade, the amended grade, the number of points involved in the change, the distribution of grades, and the cut off point for each grade. Grade changes will not be permitted more than 180 days after release by the School of Law.

G. APPEALS FROM GRADES

There are two grounds on which a student may appeal a final grade. A student has grounds for a numerical appeal when there appear to be discrepancies in the mathematical computation or transcription of the student's grade. A student has grounds for a substantive appeal when it appears a professor inadvertently or otherwise fails to award credit that should have been awarded, based on the professor's own rubrics for the course. Substantive appeals are available only to students whose final grade in a course is below a "passing grade" as defined in Section IV.B. of this Handbook. Students with a final course grade below passing may appeal that grade on either or both grounds.

1. PROCESS FOR GRADE APPEALS

Students appealing a grade are expected to behave with all the professionalism and decorum of any lawyer advocating for a client. This includes reading this entire policy carefully and abiding by its provisions, especially those regarding deadlines. Faculty whose grades are being appealed are similarly expected to familiarize themselves with this policy and to observe all deadlines included in this policy or included in Petition Committee requests for information or responses.

a. STEP ONE: CONSULTING WITH THE PROFESSOR

A student's first step in a grade appeal of either type is to consult with the professor. The student should request such a consultation by e-mail to the professor immediately upon release of the final grade in the course. The request should inform the professor that the student is contemplating an appeal to ensure the professor schedules the meeting as soon as possible. The consultation may take place in person, by virtual meeting, or by telephone; the student and professor should select whichever mode permits the earliest date possible. A professor receiving a request for consultation from a student contemplating an appeal should schedule that meeting as promptly as possible. If the professor cannot meet with the student within a week of the student request, the professor should notify the student and the Petitions

Committee of that impossibility and identify a date and time to meet with the student that will work for the professor.

During this conference, the professor shall explain to the student the standard of measurement by which the grade was determined. If the conference is to take place by telephone, the professor should forward to the student any relevant documentation before the meeting.

If the student believes such a face-to-face meeting with the professor is unreasonable under the circumstances, the student may request, in writing, a waiver from this requirement, clearly stating their reasons for believing such a meeting to be unreasonable. Such a request should be submitted to the Dean for Student Affairs.

b. STEP TWO: DRAFTING AND SUBMITTING THE APPEAL

If, after consultation with the professor, the student still feels aggrieved, the student may submit a written grade appeal to the Petitions Committee. To create a written grade appeal, the student should use the appropriate form, which can be found on the Student Affairs webpage. The appeal should present a clear, accurate, concise, full, and complete statement of the grounds for appeal and the facts relied on in support of the appeal.

The appeal must include all information requested by the online form, including:

- The type of appeal (numerical or substantive).
- The specific course component on which the appeal is based (e.g., a final exam, a paper, etc.).
- The error the student is alleging.
- The number of points the student believes to be erroneously calculated or transcribed (a numerical appeal) or erroneously withheld by the professor (a substantive appeal).
- The number of points the student thinks should be added to the course or component score.
- The final grade the student believes they earned in the course.

Students should bear in mind that both meeting with the professor and drafting the appeal must be completed early enough to satisfy the applicable deadline for final submission. The Dean for Student Affairs may counsel the student regarding the content of the appeal, but no extension of time will be granted for edits and rewrites. Deadlines[8] for final submissions of grade appeals are:

- Appeals of grades given in Term I must be submitted in final form no later than February 8.
- Appeals of grades given in Term II must be submitted in final form no later than July 8.
- Appeals of grades given in Term III must be submitted in final form no later than September 7.

A student unable to meet the applicable deadline must submit a written request for an extension to the Petitions Committee, via the Dean for Student Affairs, before the applicable deadline for the final appeal. The student's written request should set forth, in detail, the reasons the student cannot meet the applicable deadline and the revised deadline the student is requesting. The Petitions Committee may grant the extension upon a finding of good cause based on the written request. Requests for extensions made after the applicable deadline for final submission shall be denied except in extraordinary circumstances.

[8] If your final submission is electronically received by 11:59 p.m. on the date indicated, it is considered timely.

c. STEP THREE: REVIEW OF THE APPEAL

The Committee, or a designated member, shall examine the appeal after receiving it. If, upon review, the Committee or its designated member concludes that the allegations on the face of the appeal are insufficient to support either a numerical appeal or a substantive appeal, the Committee shall dismiss the appeal, with leave to amend within ten days after the delivery of written notice of the dismissal.

If, upon examination of the appeal or amended appeal, the Petitions Committee or its designated member concludes that the allegations on the face of the appeal are sufficient to support either a numerical appeal or a substantive appeal, the Petitions Committee shall forward the appeal to the professor involved, shall request a written response to the appeal, and shall include a deadline by which the professor is expected to respond. The professor's response must include a written explanation of the standard of measurement by which the student's grade was determined. Ordinarily, this will include a copy of the rubric for the assessment or course in question along with copies or records of the professor's assessment of that student's work.

If the Petitions Committee concludes that the professor's response is adequate and that no reasonable question of fact exists, the petition shall be dismissed, with notice to the student. If the Petitions Committee concludes that a reasonable question of fact exists, the Petitions Committee may request additional information from either the student or the professor or may meet with either the student or the professor, or both together, as the Petitions Committee determines will best satisfy the Petitions Committee's need for additional information.

d. STEP FOUR: DELIBERATION AND DECISION

After submission of all evidence described in this policy, the Petitions Committee shall deliberate, and if, after full consideration, the Petitions Committee does not find clear and convincing evidence of discrepancies in the mathematical computation or transcription of the student's grade, or of a failure (inadvertent or otherwise) to award credit that, based on the professor's own rubric for the assessment, should have been awarded, the petition shall be dismissed, with notice to the student. If, after full consideration, the Petitions Committee finds clear and convincing evidence of discrepancies in the mathematical computation or transcription of the student's grade, or of a failure (inadvertent or otherwise) to award credit that, based on the professor's own rubric for the assessment, should have been awarded, the Petitions Committee shall forward all petition materials to the professor with a recommendation that the grade be reassessed and an explanation of the Petitions Committee's reasoning.

e. STEP FIVE: FACULTY REVIEW

A faculty member who receives a recommendation of reassessment from the Petitions Committee shall review all forwarded materials and respond to the Petitions Committee (with copies to the Dean for Student Affairs, the Dean for Academic Affairs, and the Registrar) within five business days. If the professor cannot respond within five business days, the professor should request an extension from the Chair of the Petitions Committee. The professor's response should include the professor's decision whether to change the grade and a written explanation of the basis for that decision. If the professor decides the grade should be changed, the response should also indicate the new grade to be entered into the student's record.

2. POST-APPEAL: ABUSE OF DISCRETION REVIEW

If the Petitions Committee recommends that a grade be reassessed and the professor subsequently denies the appeal, the student may request review by the Dean for Academic Affairs on the sole ground that the professor abused their discretion in denying the grade appeal. If the request for review involves a class taught by the Dean for Academic Affairs, the Dean for Student Affairs shall decide the request. Otherwise, the Dean for Academic Affairs shall have the sole responsibility for deciding requests for post-appeal review under this section.

The Dean for Academic Affairs shall examine the complete record when deciding a request for review. If the Dean for Academic Affairs determines that the student's request for review may have merit, the Dean for Academic Affairs shall review the denial of the grade appeal. In considering any review based on abuse of discretion, the Dean for Academic Affairs may request a further response from the professor and may request advice from other faculty members who teach in the same subject area.

If the professor's explanation of the decision not to change the grade appears reasonable, the Dean for Academic Affairs may deny the review without additional explanation, but with notice to the student. Otherwise, a brief explanation shall be included in any denial.

If the Dean for Academic Affairs grants relief, they shall forward a written explanation of that decision and the relief granted to the professor and to the student, with copies to the Dean, the Registrar, and the Dean for Student Affairs.

The only further appeal available under this section would be a request for reconsideration filed with the Dean of the Law School.

VI. STUDENT RIGHTS AND RESPONSIBILITIES

Some of the content of this section of the Student Handbook was taken from the University of Detroit Mercy Student Handbook, which may be found in their entirety on the University's website. The Detroit Mercy Law Student Handbook is intended to be consistent with and to complement the University of Detroit Mercy's Student Handbook and Student Policies. To the extent that a matter involving student rights and responsibilities is not addressed by this Student Handbook but is addressed by a published University rule or policy, the University rule or policy will apply.

A. STUDENT RIGHTS

As a participant in the processes of Detroit Mercy Law, i.e. learning, teaching, research, administration, and other activities, each member of this academic community has the right to develop the capacity for critical judgment and to engage in a sustained and independent search for knowledge and truth. Students are entitled to appropriate due process protections as a part of the Student Code of Conduct.

Students have the right to be treated fairly and with dignity regardless of race, color, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, familial status, disability, religion, creed, military service, or political belief.

B. STUDENT RESPONSIBILITIES

Detroit Mercy Law is committed to fostering ethical and moral values that are consistent with Jesuit and Mercy traditions. Among the core values of Detroit Mercy Law is the inherent dignity of every individual as well as the right of each person to hold and to express his or her viewpoint. When these views

conflict, it is the obligation of members of the community to respect other perspectives. In keeping with these values, and the recognition of the cultural diversity of the Detroit Mercy Law community, the School will not tolerate discriminatory or hate-motivated conduct, behavior, or harassment based on race, color, national origin, ancestry, age, sex, sexual orientation, height, weight, marital status, familial status, disability, religion, creed, military service or political belief with the intention to intimidate or injure an individual physically, mentally, or emotionally.

C. HONOR CODE

1. PREAMBLE

The University of Detroit Mercy School of Law Honor Code articulates the Law School's expectation that all students will meet the highest standards of personal and professional honor, integrity, and ethical conduct. The Honor Code reminds all members of the Law School of the necessity to act in a manner consistent with the standards of the legal profession to adhere to the highest degree of professional integrity. All members of the Law School community have a responsibility to read this Code and conform their conduct to it.

This Honor Code sets forth the Law School's standards of conduct with respect to student integrity and honesty. The Code also provides for the formation of an Honor Code Council to oversee the administration of matters pertaining to this Honor Code. Acts that violate the Honor Code or acts that are otherwise academic in nature will be subject to the reporting and complaint resolution procedures set forth in the Honor Code. The Honor Code is designed to address any alleged violations in a fair and expeditious manner.

2. STANDARDS OF CONDUCT

The Honor Code prohibits any conduct pertaining to academic or other University matters that demonstrates fraud, deceit, dishonesty, or the giving or taking of unfair advantage over other students or the attempt to give or take an unfair advantage over other students. Conduct that violates the Honor Code includes, but is not limited to the following:

a) Using unauthorized assistance or material or the giving of unauthorized assistance or material in the carrying out of an academic assignment. This includes, but is not limited to, the use of papers produced by another individual or service in whole or in part;
b) Engaging in misconduct related to examinations including:
    i) Invading the security for preparation or storage of an examination;
    ii) Consulting materials not authorized by the instructor during an examination;
    iii) Giving, receiving, or attempting to give or receive any assistance on an examination;
    iv) Discussing an examination with another student who is taking a deferred examination or with anyone else when that discussion is likely to endanger the security of examination questions;
    v) Retaining examination materials after the collection of those materials by Law School personnel; and
    vi) Failure to follow any examination instructions, including but not limited to, failure to stop writing an examination when the time allotted for writing the examination has elapsed.

c) Submitting plagiarized work. Plagiarism is the "act of appropriating the literary composition of another, or parts, or passages of his [or her] writing of ideas, or the language of the same, and passing them off as a product of one's own mind." Black's Law Dictionary (5th ed.);
d) Submitting work for academic credit, or in fulfillment of an academic requirement, when the work duplicates, in whole or in substantial part, work for which one has received or is currently receiving academic credit at this Law School or any other academic institution;
e) Submitting work for academic credit, or in fulfillment of an academic requirement, when the work duplicates, in whole or in substantial part, work that was previously completed or is currently being performed in a paid or unpaid employment setting;
f) Unfairly restricting the access of other students to academic resources;
g) Making a false statement or representation regarding any academic matter, including falsifying or altering materials related to course registration or grades and falsifying any official academic report form;
h) Falsifying or attempting to falsify class attendance records for oneself or another student;
i) Interfering with the administration of any matters pertaining to a violation of this Code;
j) Aiding, abetting, or attempting any violation of this Code; and
k) Retaliating against any individual for participating in the honor code process.

3. HONOR COUNCIL

a. MEMBERSHIP ON THE HONOR COUNCIL

Because the integrity of the institution depends upon the honest and forthright behavior of its members, the Honor Council is comprised of both student and faculty members. The composition is as follows:

- 7 Full-Time Faculty Members, appointed for 3-year staggered terms
- 5 to 8 Student Members, to be appointed from the following divisions:
- 2L US JD
- 2L Dual JD
- 3L US JD
- 3L Dual JD

Student appointments will be made by the Dean for Student Affairs, in consultation with the Student Bar Association. Students will be appointed in the Fall term, and their term shall run from the sixth Friday of the Fall Term to the sixth Friday of the subsequent Fall Term, except for graduating students, whose term shall end upon their graduation.

To be eligible for membership on the Honor Council, students must be in good academic standing, may not have been found responsible for a prior honor code violation, and must participate in a mandatory training once appointed.

The Dean shall appoint one faculty member of the council to serve as the Faculty Chair.

b. TRAINING FOR HONOR COUNCIL MEMBERS

All members of the Honor Council will undergo training on an annual basis to ensure familiarity with the Honor Code and Honor Council Procedure.

4. HONOR COUNCIL PROCEDURE

a. REPORTING

All members of the Detroit Mercy Law community are strongly encouraged to report known or suspected violations of the Honor Code. Reports should be made in person or in writing to the Dean for Academic Affairs. Upon receipt of a report of misconduct, the Dean for Academic Affairs will first determine whether, if the allegations occurred as reported, they would constitute a violation of the Honor Code. If they would not constitute a violation, then the Dean for Academic Affairs will inform the reporting party that no further action will be taken. If the allegations constitute a violation, then the Dean for Academic Affairs will submit the report to the faculty chair of the Honor Council.

b. INVESTIGATION

Upon receipt of a report from the Dean for Academic Affairs alleging a violation of the Honor Code, the Faculty Chair of the Honor Council, or his or her designee, shall appoint a faculty member of the Honor Council to serve as an Investigator. The Faculty Chair also shall contact the student(s) who is alleged to have violated the Honor Code, and inform the student(s) that the student(s) is alleged to have violated the Honor Code, inform the student of the specific violation(s), and tell the student that the allegations are being investigated.

The Investigator will conduct an investigation to identify facts and evidence relevant to the allegations. At the conclusion of the investigation, the Investigator will issue a report which will contain:

i) Statement of the allegations and the relevant portions of the Honor Code at issue;
ii) Review of the steps taken in the investigation;
iii) A description of facts and evidence identified;
iv) A recommendation as to whether a hearing panel should be convened; and
v) If the recommendation is to convene a hearing, the proposed sanction to be imposed, absent any mitigating or aggravating evidence which might be presented or disclosed at a hearing.

In making the recommendation as to whether a hearing panel should be convened, the Investigator may consider the strength of the evidence, the severity of the allegation(s), and the likely workload involved with further process. However, the Investigator may not, in any circumstance, recommend a hearing unless, in his or her judgment, the allegation is supported by a preponderance of evidence.

Absent good cause, as determined by the Faculty Chair of the Honor Council, the investigator's report should be completed no more than ten (10) school days after the receipt of the report from the Dean for Academic Affairs. The investigator will submit his or her report to the Faculty Chair of the Honor Council. If the Investigator does not recommend a hearing, no further action will be taken, but a report with names redacted will be kept in the Honor Council file for the duration of the academic year.

If the Investigator recommends a hearing, the Faculty Chair shall contact the student against whom the allegations are directed to set up a meeting. At this meeting, the Faculty Chair will present the Investigator's report to the student and will describe the student's obligation to respond to the report. The Dean for Student Affairs or his or her designee may also attend this meeting. The Investigator's report will be provided only to the Honor Council Faculty Chair, the Dean for Student Affairs, the student alleged to have violated the Honor Code, and members of the Hearing Panel, if a hearing is scheduled.

Within five (5) school days of receipt of the Investigator's report, the student facing charges must communicate that the student (a) admits responsibility for the Honor Code violation and accepts the recommended sanction; (b) accepts responsibility, but rejects the recommended sanction, or (c) denies responsibility. The student facing charges must submit his or her decision in writing to the Faculty Chair of the Honor Council. If the student contests the report, or accepts the report but contests the recommended sanction and wishes to present mitigating evidence, he or she will have an opportunity to do so via a written statement to the Honor Council Panel, which is submitted at least five (5) school days in advance of the hearing, as described below. The student need not submit these arguments or evidence as part of his or her initial response to the Investigator's report.

Failure of a student to respond in a timely fashion to any communications from the Faculty Chair of the Honor Council will be reported to the Honor Council Hearing Panel at the hearing stage.

After the student facing charges submits his or her response to the Faculty Chair, the matter will move to the hearing phase if it is not resolved by the student accepting both responsibility and the recommended sanction. The Faculty Chair appoints three members of the Honor Council to serve on the Honor Council Hearing Panel, described below, and sets the hearing date, following the timeline described below. When a student facing charges accepts responsibility for the Honor Code violation but rejects the recommended sanction, the matter will be heard by an Honor Council Hearing Panel for sanctioning purposes only, as described below.

If the student facing charges contests responsibility, then the matter will move to the Honor Council Hearing Panel, which will determine responsibility and impose sanctions, as appropriate.

c. HONOR COUNCIL HEARING

The Honor Council Hearing will take place 10 - 15 school days after the response of the student facing charges to the Investigator's report is due.

The Honor Council Hearing Panel (HCHP) will consist of three members selected from the Honor Council: one faculty member and two student members. The Faculty Chair of the Honor Council, or his or her designee, is responsible for appointing members to the HCHP. The faculty member serving on the HCHP will be responsible for chairing the panel.

The HCHP may take one of two forms: either a full hearing (both conduct and sanctions) or a sanctioning hearing only. A full hearing will be held when the student facing charges contests responsibility as set forth in the Investigator's Report, while a sanctioning hearing will be held when the student facing charges accepts responsibility for the Honor Code violation found in the Investigator's report but does not accept the recommended sanction. For either type of hearing, the student facing charges will have the opportunity to submit a written statement to the HCHP no later than five (5) school days in advance of the hearing. The student's written statement should be signed and submitted by the student, not by an advisor or other representative. The student also will have an opportunity to designate witnesses and provide evidence not previously considered, no later than five school days before the hearing. A student may request an adjournment of the hearing for up to ten (10) school days, which adjournment shall be liberally granted.

In advance of a hearing the HCHP will review the Investigator's report and the response of the student facing charges. The HCHP may request documents, call witnesses to testify at the hearing, and otherwise

prepare for the hearing. The HCHP will convene in person or telephonically to prepare for the hearing, including preparing questions for witnesses. The Faculty Chair will convey to the student the names of the witnesses requested to testify and any evidence provided to the panel which was not considered by the Investigator.

i. Conduct Hearing

The Conduct Hearing is a non-adversarial proceeding in which formal rules of evidence are inapplicable. The HCHP decides what documentary evidence to request, what witnesses to call, and what questions to present to conduct a thorough examination of the facts of the charged violation. The Chair of the HCHP has final authority to ensure an orderly and complete hearing.

The student facing charges shall have the right to have one personal representative, including a family member, student, friend, or retained counsel, attend the hearing with them. The student has the right to reasonably consult with that person during the hearing, but the person shall not participate as an advocate or speak on behalf of the student facing charges.

The student facing charges also has the right:

a) To request the HCHP to ask further questions of a witness and to provide specific questions;
b) To request the HCHP call additional witnesses in the matter;
c) To testify and submit relevant materials;
d) To refuse to answer any question; and
e) To make an opening and closing statement.

At the conclusion of the Conduct Hearing, the HCHP will adjourn to deliberate on a finding of responsibility. The panel will deliberate in person and decide, within three (3) school days, applying a preponderance of the evidence standard of proof, whether the student is responsible or not responsible for the alleged Honor Code violation.

Once the HCHP has reached its decision, the HCPC will reconvene with the student within five (5) school days after the conclusion of the hearing. The HCHP will meet with the student and inform the student of the HCP's finding. The HCHP must individually address every violation of the Honor Code put forward by the Investigator, including those where the HCHP has made a finding of no responsibility. If the HCHP finds the student not responsible for all allegations, the process will conclude. If the HCHP finds the student responsible for any of the allegations, the student may accept the recommended sanction from the Investigator's report within five (5) school days. If the student does not accept the Investigator's recommended sanction, a Sanctions Hearing will be scheduled within five (5) days of the student's decision. If a student does not accept the sanction recommended by the Investigator, there will be no Sanctions Hearing and the process will conclude, in which case the student has the right to appeal the finding of responsibility, but not the sanction.

ii. Sanctions Hearing

When an HCHP finds a student responsible for an alleged Honor Code violation and the student does not agree with the Investigator's recommended sanction, or when a student admits responsibility but does not agree with the proposed sanction, the HCHP shall determine the appropriate sanction, or combination of sanctions, for the violation.

At the Sanctions Hearing, the student facing charges will have the opportunity to present any mitigating evidence or testimony relevant to the HCHP's decision. The student may decline to appear at the hearing and provide mitigating evidence in writing. The Sanctions Hearing shall not be a venue for the student facing charges to appeal the findings of the Investigation Report or the Conduct Hearing.

The HCHP may impose any sanctions that the panel deems appropriate under the circumstances. The following is a non-exhaustive list of potential sanctions which may be imposed:

1) Written Reprimand
2) Honor Probation, which includes a loss of any scholarship award, loss of present leadership positions, and a bar from seeking future leadership positions for the duration of the probation
3) Ethical Counseling / Reflective exercise
4) Academic Sanctions, including losing credit for an assignment or losing credit for a course
5) Suspension for a defined period of time
6) Suspension for an indeterminate period of time, with reinstatement contingent on the completion of specific requirements
7) Expulsion with the opportunity to withdraw
8) Expulsion

The minimum sanction that will be imposed for any Honor Code violation is a written reprimand, which will be placed in the student's educational file.

A finding of a violation of the Honor Code may have collateral consequences not determined by the HCHP. These include: (1) a loss of scholarship if the scholarship is conditional upon no violations of the Honor Code; and (2) mandatory reporting to the Character and Fitness Committee of the State Bar of Michigan, and/or other jurisdictions in which the student is seeking admission to the Bar, of the Honor Code violation and resulting sanction. A student may be required to report allegations of a violation of the Honor Code, even without a finding of responsibility, in response to a question by the Character and Fitness (or similar) Committee in the jurisdiction in which the student is seeking bar admission.

iii. Extensions of Time

Extensions of time up to ten (10) additional school days may be granted for good cause, as determined by the Faculty Chair of the Honor Council. Multiple extensions of time will only be granted in extraordinary circumstances, as determined by the Faculty Chair.

5. DECISION

The HCHP shall issue a written decision to the student facing charges within seven (7) school days of the conclusion of the hearing. The decision issued after a Conduct Hearing when the student then accepts the Investigator's recommended sanction shall contain a finding regarding responsibility for each of the alleged Honor Code violations and a list of evidence considered and witnesses. The decision will not contain any additional information. If the student does not accept the Investigator's recommendation, the report also will contain the sanction(s), if any. The decision issued after a Sanctions Hearing where the student accepted responsibility but rejected the Investigator's proposed sanction will contain the sanction(s) for each of the allegations set forth by the Investigator to which the student did not agree. The Honor Code process concludes with the delivery of the HCHP decision.

6. APPEAL

A student facing charges can appeal a decision by the HCHP only after the conclusion of the Honor Council Process (that is, after the HCHP has determined responsibility and sanction(s)).

The HCHP's decision may be appealed on the following bases:

9) The finding of responsibility, when contested by the student, is based on finding of fact that are clearly erroneous;
   ii) The finding of responsibility, when contested by the student, is based on an erroneous interpretation of this Honor Code that resulted in prejudicial error;
   iii) The recommended sanction, not agreed to by the student, is disproportionate in light of the violation of this Honor Code;
   iv) Departures from procedures detailed in this Honor Code caused a prejudicial error.

A student may submit a written appeal to the Dean of the School of Law within ten (10) school days of the receipt of the HCHP decision.

Upon a review of the full written record, the Dean will issue his/her decision to uphold the HCHP in full, uphold in part, or reverse. The Dean's decision will be issued within ten (10) school days of receipt of the student's appeal. The Dean's decision is final.

7. RECORD KEEPING

When a student is found responsible for an Honor Code Violation, a copy of the Investigation Report and the HCHP decision will be forwarded to the Dean of the School of Law and the Detroit Mercy Law's Registrar's Office, to be included in the student's educational file. When a student is found not responsible, a copy of the Investigation Report and Hearing Panel Decision (if a hearing was held) with names redacted will be kept in the Honor Council's files for the duration of the academic year.

8. REPORTING

On an annual basis, the Honor Council will report to the student body and faculty statistics of its proceedings as follows:

- Number of reports received by the DAA of alleged Honor Code Violations
- Number of completed investigations
- Number of findings of Responsible / Not Responsible
- Description of the types of violations heard through the Honor Council process and the types of sanctions imposed
- Recommendations for strategies to improve the culture of integrity at the School of Law

D. COMMUNITY STANDARDS CODE

1. PREAMBLE

The University of Detroit Mercy School of Law Community Standards Code articulates the Law School's expectation that all students will respect the rights of all members of the Detroit Mercy Law community to enhance the educational environment. The Community Standards Code establishes a commitment to fostering an environment that recognizes the personal, ethical, psychological, social, and spiritual potential of all students. All members of the Detroit Mercy Law community are expected to read this Code and adhere their conduct to it.

This Community Standards Code sets forth the Law School's standards of conduct with respect to student conduct that falls outside the purview of the Law School's Honor Code. This Code also sets forth the procedures to be followed when there is an allegation that the Community Standards Code has been violated. This Code is designed to address any alleged violation in a fair and expeditious manner.

2. COMMUNITY STANDARDS

The Community Standards Code is based on the expectation that all students, and other members of the Law School Community, treat all members of the Community with dignity, respect, fairness, and civility and to always behave in a responsible manner both in and outside of the classroom. Conduct that violates this expectation includes:

a) Disorderly conduct including:
   i) Obstruction or interfering with the reprimand, discipline, or apprehension of another person involved in the commission of an offense under the conduct code or any other School policy or regulation.
   ii) Intentional disruption or obstruction of teaching, research, administration, student conduct procedure, public service functions, or other law school functions by any means.
b) Behavior, language, physical abuse, or threat of physical abuse to any member of the Detroit Mercy Law Community on law school premises or at law school sponsored or supervised functions that endangers the health, safety, or well-being of any person or group.
c) Refusal to comply with reasonable directions of law school officers (instructional and administrative) acting in performance of their duties.
d) Theft of or intentional damage to property of the law school, of a member of the law school community, or to the campus.
e) Actions constituting violations of law on the law school premises or at a law school function.
f) A criminal conviction.
g) Knowingly making false accusations against a member of the Detroit Mercy Law community.
h) Unsanctioned possession or use of School equipment, materials, or keys or the unauthorized entry, exit, occupancy of, or use of any School room, building, or facility.
i) Illegal possession, consumption, distribution, or furnishing of alcohol or other drugs on School property, or the holding of an event in which any of these occur.
j) Harassment, lewd, or offensive behavior toward any member of the Detroit Mercy Law community.
k) Possessing, using, or storing firearms, explosives, or weapons on School-controlled property or at School events or programs.
l) Violations of published administrative policies.
m) Sexual misconduct as defined by the University's Sexual Misconduct Policy and/or the Sex- and Gender-Based Discrimination Policy.
n) Sexually harassing another person in violation of the University's Sexual Harassment Policy and/or the Sex- and Gender-Based Discrimination Policy.
o) Acts of retaliation, including words, actions, or written communication that imply or state another individual of the Detroit Mercy Law community will be harmed or harassed for participating in the Community Standards or Honor Code procedure.

3. PROCEDURE

a. REPORTING

All members of the Detroit Mercy Law community have an affirmative duty to report known or suspected violations of the Detroit Mercy Law's Community Standards. Other than reports of sexual harassment or misconduct, reports must be made in person or in writing to the Dean for Student Affairs (DSA). The DSA will determine whether, if the allegations occurred as reported, they would constitute a violation of the Detroit Mercy Law's Community Standards. If the allegations would not constitute a violation, then the DSA will inform the reporting party that no further action will be taken. If the allegations would constitute a violation, then the DSA will determine whether the alleged misconduct would constitute a minor violation, which could be resolved through an education conference with an administrator, or if it would constitute a major violation that would require a more formal review process.

Reports of sexual harassment or misconduct need not be received by the DSA to trigger further process; rather, a report to a responsible employee will suffice to trigger further process for sexual harassment or misconduct complaints.

i. Minor Violations

Minor violations are those that can typically be resolved through an educational conference with an administrator. The DSA may affirm the violation as a minor violation or may determine that it is a major violation. If the DSA affirms the violation as minor, the DSA will determine whether an informal investigation is required, will conduct such investigation, and will meet with the student to address the allegation. Typically, when a student commits a minor violation of Detroit Mercy Law's Community Standards, no formal charges will be filed, nor will a record of a violation be placed into a student's file. Following the meeting with the DSA, a student is expected to modify his or her behavior so that it upholds Detroit Mercy Law's Community Standards. Repeated minor violations could be the basis for the adjudication process, described below. The DSA will keep an internal record of minor violations and their resolutions.

ii. Major Violations

When the DSA determines that the alleged conduct would constitute a major violation of Detroit Mercy Law's Community Standards, the investigation and adjudication process outlined below will follow.

b. INVESTIGATION

Upon notification alleging a violation of the Community Standards Code, the DSA, or their designee, shall appoint an administrator or faculty member to serve as an Investigator. The Investigator will conduct an investigation to determine whether credible evidence supports the charge of a violation of Detroit Mercy Law's Community Standards. At the conclusion of the investigation, the investigator will issue a report which will contain:

- Statement of the allegations and the relevant Community Standards at issue;
- Review of the steps taken in the investigation; and
- A determination of whether credible evidence supports the charge, and if so, a description of the evidence.

Absent good cause, the investigator's report should be completed no more than 10 school days after the DSA receives notification of an alleged violation. The investigator will submit his or her report to the DSA.

If the investigator does not find credible evidence to support the charge, no further action will be taken, but the DSA will keep the report with names redacted for the duration of the academic year.

c. COMMUNITY STANDARDS RESOLUTION HEARING PROCESS

Upon receipt of the investigator's report in which a finding of credible evidence is made, the DSA shall set a hearing date, which shall be within 10 to 15 school days after the student facing charges response is due, as described below.

The DSA will present the student facing charges with a description of the charge(s), a copy of the Investigator's Report, as well as a Community Standards Resolution Hearing date. Within five (5) school days, the student facing charges must either admit responsibility for the Community Standards violation or contest the report. The student facing charges must submit his or her response in writing to the DSA. Failure to submit a written response will be deemed an admission of responsibility.

In cases of alleged sexual harassment and/or sexual misconduct, the DSA will also present the Complainant with a copy of the Investigator's Report, and when applicable, a copy of the description of the charges and the Community Standards Resolution Hearing Date. The Complainant may make a written response to the documents, which should be submitted within five (5) school days of receipt.

If the matter moves to the Community Standards Resolution Hearing, the DSA, or his or her designee, shall hold a Community Standards Resolution Hearing within the time frame prescribed above. The DSA, or his or her designee, shall serve as the Hearing Officer. The Resolution Hearing is a non-adversarial proceeding in which formal rules of evidence are inapplicable. The Hearing Officer decides what documentary evidence to request, what witnesses to call, and what questions to present to conduct a thorough examination of the facts of the charged violation. The Hearing Officer has final authority to ensure an orderly and complete hearing. The Hearing Officer shall consider the Investigation Report, the student's written response, and the oral testimony of the student facing charges, should he or she choose to testify. The Hearing Officer may call additional witnesses, review documentary evidence, and ask relevant questions to conduct a complete hearing.

A student facing charges may request witnesses to testify on his or her behalf. Victims and complainants may also request witnesses to attend and testify. The Hearing Officer must be notified of a request for witness(es) not less than two school days in advance of the Resolution Hearing. The Hearing Officer may impose reasonable limits on the number of witnesses called, as well as the scope and duration of the witness statements. Witnesses are typically asked to comment only on the event(s) pertinent to the charges, not the character of the charged student.

A student facing charges may have one advisor present for the Resolution Hearing. A complainant in a sexual harassment or misconduct case may also have one advisor present for the Resolution Hearing. Finally, any other student who is required to attend a Resolution Hearing may request to have an advisor present. The Hearing Officer shall consider these requests on a case-by-case basis. The Hearing Officer must be notified in writing at least two school days in advance of the Resolution Hearing if a student intends to bring an advisor to a Resolution Hearing. The advisor serves as a support person and

is intended to be of direct assistance to the student before and during the Resolution Hearing. The student has the right to reasonably consult with the advisor during the Resolution Hearing, but the advisor shall not participate as an advocate or speak on behalf of the student.

The student facing charges also has the right:

i) To request the Hearing Officer ask further questions of a witness;
ii) To request the Hearing Officer call additional witnesses in the matter;
iii) To testify and submit relevant materials;
iv) To refuse to answer any incriminating question;
v) To make an opening and closing statement; and
vi) To present mitigating testimony and/or evidence that would affect the sanctions imposed, should the student be found responsible for a violation.

d. SANCTIONS

When a student is found responsible for the alleged Community Standards Violation, either by accepting responsibility following the investigation report or as a Resolution Hearing, the Hearing Officer shall determine the appropriate sanctions for the violation.

The Hearing Officer may impose any sanctions that they deem appropriate to the Honor Code Violation. The following is a non-exhaustive list of potential sanctions which may be imposed:

i) Written reprimand
ii) Probation, which includes a loss of any scholarship award, loss of present leadership positions, and a bar from seeking future leadership positions for the duration of the probation
iii) Ethical counseling / reflective exercise
iv) Loss of privileges
v) Restitution
vi) No contact order
vii) Required leave of absence, with or without specific conditions that must be met for the student to return to the program
viii) Suspension for a defined period of time
ix) Suspension for an indeterminate period of time, with reinstatement contingent on the completion of specific requirements
x) Expulsion with the opportunity to withdraw
xi) Expulsion

The minimum sanction that will be imposed for any major violation of Community Standards is a written reprimand, which will be placed in the student's educational file.

e. DECISION

The Hearing Officer shall issue his or her decision in writing to the student facing charges within 10 school days of the Resolution Hearing. The decision shall contain findings of fact, findings of responsibility, and sanctions. The Resolution Hearing Process concludes with the delivery of the decision.

f. APPEAL

A student found responsible for a violation of the Detroit Mercy Law Community Standards can appeal a decision only after the conclusion of the Resolution Hearing Process. In addition, the Complainant in a case involving a violation of the sexual harassment and/or sexual misconduct policy may appeal a decision at the conclusion of the Resolution Hearing Process.

The decision may be appealed on the following bases:

i) The finding of responsibility is based on findings of fact that are clearly erroneous;
ii) The finding of responsibility is based on an erroneous interpretation of the Detroit Mercy Law Community Standard(s), which resulted in prejudicial error;
iii) The recommended sanction is disproportionate in light of the violation of Detroit Mercy Law Community Standard(s);
iv) Departures from procedure in this process which caused a prejudicial error.

A student may submit a written appeal to the Dean of the School of Law within 10 school days of the receipt of the Resolution Hearing Decision. If no appeal is submitted, the matter is closed.

Upon a review of the full written record, the Dean will issue his/her decision to uphold the Resolution Hearing Decision in full, uphold in part, or reverse. The Dean's decision will be issued within 10 school days of receipt of the student's appeal. The Dean's decision is final.

E. PAYMENT OF TUITION

1. POLICY

Detroit Mercy Law students are expected to pay their tuition in full each semester. To ensure the timely payment of tuition, the following policy applies:

Tuition is due on the first day of classes each semester in which a student is enrolled.

Students who fail to pay tuition in full by week 4 of the fall or winter semesters, or by week 2 of the summer semester, may incur late fees imposed by the University's Student Accounting Office.

Students who have an outstanding balance of $3500 or greater at the end of the eighth week of the fall or winter semesters, or the fifth week of the summer semester, will be administratively withdrawn from their current Detroit Mercy Law coursework. Students will not earn credit for these courses, will not be permitted to sit for the final exam, and will receive a grade of "AW" on their transcript for all withdrawn classes.

2. EXCEPTIONS

Students who are experiencing delays in the receipt of their financial aid, despite a good faith effort on the student's part to secure such aid may be exempted from withdrawal. Such students will be expected to provide evidence of their efforts to secure aid and to promptly respond to requests from the Financial Aid office.

Students who have entered into a payment plan through the University's Student Accounting Office and are making the agreed-upon payments on their plan are exempted from withdrawal in the eighth week (or fifth week during the summer term). A student who is experiencing a financial hardship that impacts their ability to pay tuition in a timely manner is expected to explore the tuition payment plan option. If

this option is not available to a student, they may apply to the Dean for Student Affairs for a waiver from the tuition payment policy. A waiver may be granted in exceptional circumstances.

F. WAIVER OF RULES

1. REQUEST

Every student has the right to request a waiver of the rules which pertain to scholarship and withdrawal from courses. The request must be addressed to the Petitions Committee and submitted to the Dean for Student Affairs. The request should be made in a formal, typed letter and include: the nature of the complaint, a concise statement of the rule at issue, the way in which it was applied, the reasons why the result should be different in this situation, and the relief requested. A student's signature on a request is certification that all information submitted is correct.

2. DEADLINES

Requests for waivers should be presented as soon as the student knows of the application of the rule, e.g. posting of a grade, a decision by an administrator or faculty member. Special meetings will be held at the sole discretion of the faculty. A student should submit five (5) copies of the request.

3. FINALITY

The decision of the committee is final and binding and precludes appeal.

VII. SCHOOL AND UNIVERSITY POLICIES

A. FIRE SAFETY RULES

The following is a list of unacceptable behaviors regarding fire safety:

(1) Setting fire to or creating a fire on School-owned or -operated property.
(2) Lighting candles or incense in a School facility without express written permission from the Dean for Student Affairs.
(3) Falsely reporting a fire, activating emergency warning equipment, failing to report the activation of a smoke detector, or intentionally communicating false information regarding the existence of explosives on School property.
(4) Tampering with safety devices, such as alarm systems, fire extinguishers, exit signs, smoke/heat detectors, fire hoses, etc.
(5) Failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms.
(6) Blocking doorways, propping fire doors, and hanging objects from any type of fire equipment or device.
(7) Use or possession of fireworks and/or other incendiary materials on School premises or at School-sponsored activities.
(8) Making or issuing any type of bomb threat on School premises or at School-sponsored activities.

B. NON-COMPLIANCE

The following shall be regarded as acts of non-compliance:

(1) Failure to comply with the direction of an individual identified as an authorized School official or other official acting in the performance of his/her duties.
(2) Complicity/Presence during any violation of School policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of School policy are expected to remove themselves from participation and are encouraged to report the violation.

C. OFF-CAMPUS STUDENT CONDUCT

The School reserves the right to review student conduct that occurs off campus, including on-line behavior, when such behavior reflects upon the School's integrity. Students are reminded that they serve as ambassadors and representatives of Detroit Mercy Law.

In cases of inappropriate off-campus behavior, the Dean for Student Affairs will investigate such charges and may refer students to the Student Conduct process.

The School reserves the right to sanction its students for criminal or civil violations, or for a violation of School policy independent of or in addition to any actions taken by a criminal or civil court of law. Where Detroit Mercy Law's interests as a community are clearly involved, the Dean or his or her designee may assert special authority in determining the student's future status.

D. VISITORS AND GUESTS

Detroit Mercy Law community members are responsible for their guests' behavior should the guests violate any School policies.

E. DISABILITY SUPPORT SERVICES

Disability support services are available to all currently enrolled students. Students with a documented disability requiring accommodations under the Americans with Disabilities Act or Section 504 of the Rehabilitation Act should contact the Student Accessibility Services office at 313-578-1158. Students must complete the intake and disability verification process to receive accommodations. The Dean for Student Affairs or their designee is the law school coordinator for accommodations.

F. HATE-FREE POLICY

Members of the Detroit Mercy Law community affected by hate-motivated offenses are strongly encouraged to report these incidents. Such incidents can be reported to the Dean for Student Affairs. Reporting discriminatory or hate-motivated incidents does not in itself constitute a formal complaint or compel one to file a formal complaint of misconduct. However, it does allow those affected by such violations to have a support system and an avenue for recourse.

Students proven responsible for hate-motivated violations are subject to a range of disciplinary sanctions up to and including disciplinary expulsion from Detroit Mercy Law. The Dean for Student Affairs may impose harsher sanctions when behavior is proven to be motivated by hate. As in all cases of misconduct, including hate-motivated offenses, both the accused student and the complainant have rights that are granted through the School's conduct process. These rights are contained in their entirety in the Student Handbook.

G. MEDICAL AND PSYCHIATRIC SEPARATION

To help students perform their best, the University of Detroit Mercy provides the service of a personal counselor and health center. On occasion, however, some students' medical and psychiatric needs are beyond those which the University can be reasonably expected to provide. When a student's medical or psychiatric behavior threatens his or her welfare, disrupts or threatens the campus community, or makes excessive demands on the staff, the Dean for Student Affairs, possibly in consultation with the personal counselor and/or the health center director, may request the student to undergo an examination by a medical doctor and/or a psychiatrist at his/her own expense. The Dean for Student Affairs will, if necessary, call for the separation of the student on medical or psychiatric grounds.

H. ALCOHOL AND OTHER DRUGS POLICY

As an academic community, the School calls on its members to seek knowledge, build healthy relationships, and take responsibility for their individual well-being. Alcohol and other drugs can endanger this lifestyle. Abuse of alcohol and illicit drugs causes damage to health, threatens safety of self and others, interferes with academic and societal performance, and often leads to legal and financial problems. Even in a situation of legal and normal use, alcohol or drugs can increase the likelihood of injury, property damage, and deterioration of a healthy lifestyle.

To protect the privileges of all members of the Detroit Mercy Law community, the School prohibits the unlawful possession, use, manufacture, or distribution of alcohol on the School's premises or as part of any School-related activities. The school wants each student to be aware of the applicable legal sanctions under local, state, or federal law for the unlawful possession or distribution of alcohol. Students may find copies of these laws in the library. Here is a summary of Detroit Mercy Law policy:

1) The legal drinking age for all alcoholic beverages in Michigan is 21. Proof of age by valid driver's license or other identification is required. Purchase, possession, and consumption of alcoholic beverages by those without proof of legal drinking age is a violation of state law and School policy.
2) Providing alcoholic beverages is regulated by state law whether a sale is involved. Giving, selling, furnishing, or otherwise providing alcoholic beverages to an underage person or to a person already visibly intoxicated is illegal and contrary to School of Law policy.
3) A Michigan Liquor Control Commission (MLCC) license is required for any non-free event where alcohol is served or at any event at which alcoholic beverages are sold.
4) An MLCC temporary license requires approximately four weeks of advance planning. Such a license requires the approval of the police and the University. A group requesting such a license must present a written plan for control of distribution that will assure that only legal consumption occurs. Liability bonding is required.
5) It is a violation of Detroit City Ordinance 38-5-1 to consume alcohol or liquor on the street or sidewalk.
6) Individuals and groups should be aware that serving alcohol to a minor or an intoxicated person can lead to civil and/or criminal liability for injury or damage caused by that individual. Those serving alcohol should use great caution.
7) Alcohol served at a licensed event may only be consumed in the area designated for the event. Alcohol may not be taken from or brought into the area by individuals.

8) Violators of state law concerning illicit drugs or regulations regarding alcohol at School events or on campus are subject to discipline through campus judicial or Human Resources processes and/or through criminal or civil court procedures. Possession, use, manufacture, or distribution of illicit drugs on campus may lead to immediate termination of an employee or student relationship with the School, on a temporary or permanent basis, as well as criminal prosecution.

I. DRUG POLICY

Possession, use, distribution and/or sale of narcotics is illegal, and student involvement in such illicit use, possession, distribution, manufacture, or sale of narcotics, amphetamines, barbiturates, LSD, ecstasy, or any other harmful or hallucinogenic drug is prohibited. This also includes the possession, use, distribution, and/or sale of drug paraphernalia. Students engaged in any type of this prohibited activity are of concern for the School whether on or off campus and regardless of any action taken by civil authorities. Students found in violation of the School drug policy are subject to suspension or expulsion. This may also apply to students found abusing, distributing, and/or selling legal prescription drugs.

J. BUSINESS AND SOLICITATION POLICY

Solicitation for business, i.e., appealing for donations, selling goods or services, or soliciting donations from members of the School community on School property, is prohibited except when specifically authorized by the School's designee or the Dean's office in connection with an approved activity. Solicitation of Detroit Mercy Law students and employees for activities unrelated to School-approved or –sponsored curricular and co-curricular programs is prohibited. In connection with School-approved programs and with the specific permission of Student Affairs officials, individuals, groups, or associations may sell items in specific areas of the School as designated.

K. CHILDREN IN THE CLASSROOM POLICY

Detroit Mercy Law students have the right to attend class free from the distraction of non-students. Therefore, the general policy of the School is that non-registrants are not allowed in the classroom. This pertains to children of students as well as other non-registrants because classrooms and instructional facilities are not intended for children. A faculty member may, at his/her discretion, allow a student to bring a child or other non-registrant to class in an emergency provided that:

1) The behavior of the child or other non-registrant is appropriate to the classroom.
2) The rights of all other enrolled students to an effective learning environment are assured.
3) The presence of the child or other non-registrant is not habitual.
4) The child or other non-registrant does not compromise the academic use or alter any computers or other equipment used in the learning facility.
5) Under no circumstances should a student bring a child or other non-registrant to a clinical facility.

L. SMOKE-FREE CAMPUS POLICY

Effective February 15, 2012:

1) Smoking is prohibited in any Detroit Mercy Law building, space within a building, or structure owned, leased, rented, or operated by the School.
2) Smoking is prohibited in any vehicle owned, leased, or rented by Detroit Mercy Law.

3) Smoking is prohibited at the Larned entrance and on the Larned ramp at all times and in all weather conditions.
4) Smoking is prohibited within 25 feet of all other Detroit Mercy Law entrances, including the loading dock, fire exits, etc., at all times and in all weather conditions.
5) Smoking is permitted in the courtyard. Smokers are responsible for properly disposing of cigarette butts and other smoking-related trash.
6) For safety reasons, this policy recommends that faculty, staff, and students refrain from smoking in parking lots.

The success of this policy depends on the consideration and respect all Detroit Mercy Law faculty, staff, and students have for one another. Therefore, it assumes that all will adhere to this policy voluntarily and that enforcement will not be needed. If a Detroit Mercy Law Smoke-Free Campus Policy violation is observed, the appropriate actions to take are as follows:

- Respectfully request that the person who is smoking in a prohibited area stop smoking in that area.
- If a student or guest continues to smoke in a no-smoking area, please report the incident to the Dean for Student Affairs.
- If a faculty or staff member continues to smoke, please report the incident to the Dean.

M. STUDENT EMAIL POLICY

All undergraduate and graduate students (including employees who are taking classes) will be assigned a University student email address with the expectation that they will read their email regularly. This will help ensure that they are kept informed of current Detroit Mercy Law updates, deadlines, emergency notification, etc. It is the student's responsibility to read all Detroit Mercy Law correspondence sent to the student's University email address by Detroit Mercy Law UDM faculty and administration.

In general, redirecting Detroit Mercy Law email to another non-University email address is not encouraged. Detroit Mercy Law will not be responsible for the handling of email by outside service providers or servers. Having Detroit Mercy Law email redirected to another account does not absolve a student from the responsibility of timely reading of communications sent to an official email address.

N. STUDENT IDENTIFICATION THROUGH UNIVERSITY ID CARD

ID cards are necessary to 1) preserve the security of the Detroit Mercy Law community and its property, and 2) to assure availability of facilities and functions to students. Therefore, Detroit Mercy Law ID cards must be carried and utilized or produced upon request as follows:

- A person responsible for admission to a facility or event may require that ID is shown as a condition of admission.
- School employees responsible for the security of buildings, facilities, grounds, or property may require ID to be shown.
- ID cards must be used to enter areas of the School with doors protected by card readers, including the atrium and main doors leading to the classroom wing.

Falsified IDs are subject to confiscation. Valid ID may be confiscated by those mentioned above for infractions of Detroit Mercy Law policy. IDs will be turned over to Student Affairs officials by the next business day for appropriate disciplinary action.

Student identification cards are valid only for those terms in which a student is enrolled and registered. Students who are dismissed or transfer must return their cards to Student Affairs.

O. DEMONSTRATIONS

Students who wish to engage in demonstrations as a means of intellectual, spiritual, ethical, or social development may do so. However, their ability to demonstrate does not supersede the right to safety, protection of property, or the educational process of the larger Detroit Mercy Law community. Therefore, demonstrations may not interfere with the educational mission of Detroit Mercy Law, nor may they impede the free passage in rooms, corridors, walks, street entranceways, or areas where members of the Detroit Mercy Law community or its guests have the right to be. The ability to demonstrate is protected only so long as it does not interfere with the rights and freedoms of others. Detroit Mercy Law reserves the right to dictate time, place, and manner of demonstrations or any similar gathering.

If the Dean for Student Affairs or the Director of Public Safety (or their designees) judge that the demonstration is not respecting the rights and freedoms of others, the demonstrators will be informed that they need to modify their behavior to be respectful of those rights and freedoms listed above. Demonstrators are expected to comply immediately. Failure to comply may result in a notification of local law enforcement authorities with appropriate legal and Detroit Mercy Law charges filed against the demonstrators. Demonstrators that fail to respect the rights and freedoms listed above may incur both civil penalties and Detroit Mercy Law disciplinary action.

P. POLICY ON STUDENT COMPLAINTS IMPLICATING COMPLIANCE WITH ABA STANDARDS

Detroit Mercy Law has a specific policy by which students may address complaints that bring to the School's attention a significant problem that directly implicates the School's program of legal education and its compliance with the ABA Standards as required by Standard 510.

1. SUBMITTING A COMPLAINT

A student complaint about Detroit Mercy Law's program of legal education and compliance with the Standards must be submitted in writing to the Dean for Academic Affairs or the Dean for Student Affairs. The complaint should state the facts that form the basis for the complaint and how the matter implicates the School's program of legal education and its compliance with one or more specific, identified ABA Standards. The person to whom the complaint is submitted shall acknowledge receipt of the complaint within seven (7) business days to the student or students who submitted the complaint.

2. RESOLVING A COMPLAINT

The Associate or Assistant Dean who received the complaint or his or her designee shall investigate the matter as soon as possible, but in no event later than 20 business days after receiving the written complaint. The same Associate or Assistant Dean shall attempt to resolve the complaint within this 20-business day period. Any resolution of a complaint under this policy should include a meeting between the Associate or Assistant Dean and the student complainant and a written response to the complainant. This written response shall include information about the steps to be taken to further investigate or address the complaint. The person investigating and resolving the complaint shall prepare this written response to the student complainant within 10 business days after completing his/her investigation.

3. APPEAL PROCESS

A student complainant may appeal the resolution of a complaint under this policy to the Dean. The student must submit an appeal in writing within 10 business days of receiving the School's written response. The Dean's decision is final. The Dean or his/her designee shall inform the student complainant and the Dean who investigated the complaint of his/her decision within ten business days of receiving the appeal.

4. MAINTAINING THE RECORD OF A COMPLAINT

The School shall maintain a complete written record of each complaint and its resolution for seven years in a confidential file in the Office of the Dean for Academic Affairs.

Q. SOCIAL MEDIA POLICY[9]

This policy provides guidelines for student use of social media sites.

1. GENERAL GUIDE TO SOCIAL MEDIA POSTING

The keys to success in social media are to be honest about who you are, to be thoughtful before you post, and to respect the purpose of the community where you are posting.

2. SPECIFIC GUIDELINES

a) Think before you post. All content can be viewed by the public and can be copied and forwarded. Only post information you would like everyone to be able to view. You can presume that anything posted online will last forever, so plan accordingly.
b) Protect your identity. Do not post sensitive information, such as phone numbers, social security numbers, credit card numbers, screen names, or addresses. Follow all applicable guidelines in the Student Handbook.
c) Be mindful of copyrights. When posting content such as images or videos, make sure you have copyright permission to do so.
d) Be accurate. Make sure you have all the facts before you post. It's better to verify information with a source first than to have to post a correction or retraction later. Cite and link to your sources whenever possible; after all, that's how you build community. If you make an error, correct it quickly and visibly. This will earn you respect in the online community.
e) Remember your audience and post information in which they would be interested.
f) Be timely. Monitor your posts for questions and comments and respond in a timely manner. Regularly update the information you post.
g) No student may, without the Dean's consent, post Detroit Mercy Law's logo or any other trademark belonging to Detroit Mercy Law in any online venue.
h) No student may, without the Dean's consent, make an express or implied representation that Detroit Mercy Law endorses a particular site or online content. Be sure that the Detroit Mercy Law name is not used in a manner that implies the School's endorsement of or responsibility for a viewpoint, activity, product, or publication.

[9] Portions of this policy were drawn from the Texas Wesleyan School of Law Social Media Policy and DePaul School of Law Social Media Guidelines.

i) In personal posts, you may identify yourself as a Detroit Mercy Law student. However, please be clear that you are sharing your opinions as an individual and not as a formal representative of Detroit Mercy Law.

3. STUDENT ORGANIZATIONS AND SOCIAL MEDIA

A student organization that uses social media must include a note in its profile with the subject line "Disclaimer" and the following text:

This page is maintained by a student organization at the University of Detroit Mercy School of Law. The comments and opinions found here do not necessarily represent the views of the University of Detroit Mercy School of Law.

4. REPORTING A PROBLEM

Social media sites have codes of conduct that govern appropriate content and online conduct. Alleged violations may be reported directly to the social media site.

Online content or behavior that may constitute a violation of Detroit Mercy Law policies or rules should be reported to the Dean for Student Affairs.

R. WEAPONS FREE CAMPUS POLICY

In the interest of protecting its students, employees, and visitors from violence and to maintain campus safety, the University of Detroit Mercy strictly forbids the possession or use of dangerous weapons on any of its campuses. This prohibition includes individuals licensed to carry a concealed weapon. The only exceptions to this policy are those members of Detroit Mercy Public Safety who are licensed to carry a weapon and are authorized by Detroit Mercy to carry a weapon, and those law enforcement officers entering any Detroit Mercy campus in the line of duty. Detroit Mercy strictly forbids the carrying of concealed weapons in Detroit Mercy classrooms and dormitories, regardless of whether the individual is licensed to carry a concealed weapon and/or authorized by Detroit Mercy to carry a concealed weapon.

This policy applies to students, employees, temporary employees, independent contractors, and visitors to Detroit Mercy. Students violating this policy will be subject to immediate discipline, up to and including expulsion. Anyone performing work for Detroit Mercy, whether an employee, temporary employee, or independent contractor, who violates this policy, will be subject to immediate termination. Visitors and any others who violate this policy will be immediately escorted off campus and/or turned over to local law enforcement authorities as appropriate.

Weapons include handguns, pistols, firearms, explosives, knives, and other weapons as defined by Michigan law or local ordinance. Questions about whether an item is covered by this policy should be addressed to the Director of Detroit Mercy Public Safety or to Human Resources as appropriate. Employees and students have the responsibility to determine whether possession or use of any questionable item not listed above violates this policy.

The sites covered by this policy include all campus property, including buildings, open parking lots, walkways, driveways, areas between buildings, open areas, and those off-campus locations under the control of Detroit Mercy. This policy also applies to all vehicles owned or leased by Detroit Mercy and all vehicles that enter any Detroit Mercy campus.

Detroit Mercy reserves the right at any time and at its discretion to search all Detroit Mercy-owned or leased vehicles, and all vehicles entering any Detroit Mercy campus. Detroit Mercy also reserves the right at any time and at its discretion to search all packages, backpacks, duffels, handbags, boxes, bags, containers, dormitory rooms, lockers, desks, work areas, and persons entering the campus, to determine whether a person or persons have brought weapons onto any Detroit Mercy campus in violation of this policy. Any student or employee who refuses to permit a search will be subject to discipline up to and including expulsion or discharge, as appropriate. Independent contractors will be subject to termination and immediate removal from the campus.

S. TITLE IX AND CAMPUS EQUITY

It is the policy of the University of Detroit Mercy to maintain an educational and working environment that stresses the dignity of all individuals. University of Detroit Mercy does not tolerate sex or gender-based discrimination, sexual harassment, sexual misconduct, stalking, retaliation or other behaviors proscribed by Title IX of the Education Amendments of 1972 ("Title IX"), Title VII of the Civil Rights Act of 1964 ("Title VII") and Michigan's Elliott-Larsen Civil Rights Act. These behaviors are not tolerated by any student, faculty, employee, independent contractor, vendor, visitor or other individual who does business with the University.

All members of the University community, as noted above, are obligated to abide by the University's Policy Prohibiting Sex and Gender-Based Discrimination, which can be found on the University's Academic Affairs website.

The University's Title IX Investigation and Resolution Procedure can be found on the University's Academic Affairs/Title IX website.

The Title IX coordinator is responsible for monitoring the overall implementation of Title IX at Detroit Mercy. This includes overseeing the response of the university to Title IX reports and complaints and identifying and addressing patterns revealed by reports and complaints. The Title IX coordinator provides training to students, faculty and staff on Title IX-related issues and works closely with other departments including the Human Resources Office and Department of Public Safety. The Title IX coordinator is assisted by deputy coordinators including designated employees located in the School of Law, School of Dentistry, Athletics, Residence Life and Student Life. The Title IX coordinator and deputy coordinators are trained in numerous areas including prevention and awareness as well as investigation of alleged misconduct.

Complaints or concerns about potential violations of Title IX should be communicated to the Title IX coordinator.

If you would like to understand more about Title IX and related federal laws to better protect yourself, friends, classmates, roommates, students, and co-workers, please contact the Title IX coordinator.

Whether you are a student or employee, if you have any questions or concerns regarding Title IX, we encourage you to contact:

Megan Novell
Title IX Coordinator and Equity and Compliance Specialist
McNichols campus
novellme@udmercy.edu | 313-993-1802

The Deputy Title IX Coordinators may be contacted via the Dean for Student Affairs or the Dean for Diversity, Equity, Inclusion, and Belonging.

As part of the University's compliance and prevention efforts, all law students are required to complete an online training module called Voices for Change.

THIS STUDENT HANDBOOK IS PUBLISHED FOR INFORMATIONAL PURPOSES ONLY. IT CREATES NO CONTRACT RIGHTS FOR EITHER STUDENTS OR STAFF. ALL QUESTIONS CONCERNING THE APPLICATION OF ANY STATED POLICY TO AN INDIVIDUAL MUST BE REFERRED TO THE APPROPRIATE UNIVERSITY OFFICIALS FOR FINAL DETERMINATION.

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