

MH

MITCHELL | HAMLINE
School of Law

Mitchell Hamline School of Law 2019-20 Catalog

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About

Introduction

The Mitchell Hamline School of Law Catalog serves as the primary source of information about the law school's standards, policies, curriculum, program requirements, administration, and faculty. The contents of this Catalog are current and accurate as of August 2019. This Catalog is reviewed and updated annually; however, the law school reserves the right to make changes at any time. All students are responsible for the information contained in this Catalog.

This Catalog is designed to help students understand the academic and student affairs rules, policies, and procedures of the law school. Many of the policies and procedures are crafted and published in accordance with the American Bar Association's [Standards and Rules of Procedure for Approval of Law Schools](#). All students are expected to refer to this Catalog periodically throughout their law school careers. Failure to do so does not exempt a student from the requirements stated herein.

In addition to this Catalog, the [law school website](#) serves as a valuable resource to all students and should be visited frequently. The [Current Students](#) section of the website provides important information about academic schedules and requirements, registration, exams, accommodations, student records, competitions, and student organizations.

Academic Calendar

2019–20 Day and Evening Academic Calendar

First Day of Fall Term	August 19, 2019
Add/Drop Deadline	August 25, 2019
Labor Day Holiday	August 31–September 2, 2019
Midterm/Fall Break	October 17-23, 2019
Registration Opens for J-Term and Spring Term	Early November (see Office of the Registrar website for specific dates)
Last Day of Fall Classes	November 25, 2019
Thanksgiving Break	November 26-29, 2019
Make-up/Reading Days	November 30-December 3, 2019
Fall Exam Period	December 4–16, 2019
Last Day of Fall Term	December 16, 2019
Grades Due from Faculty	Full-Time 1L Grades: January 2, 2020 All other grades: January 10, 2020
J-Term	January 2-10, 2020
Winter Commencement	January 12, 2020
J-Term Grades Due from Faculty	Three weeks after course ends or final paper is submitted
First Day of Spring Term	January 21, 2020
Add/Drop/Withdraw Deadline	January 27, 2020
Spring Break	March 7-13, 2020
Easter and Passover Break	April 11-12, 2020
Registration Opens for Summer Term and Fall Term	Early April (see Office of the Registrar website for specific dates)
Last Day of Spring Classes	April 27, 2020
Make-up/Reading Days	April 28-29, 2020
Spring Exam Period	April 30-May 12, 2020
Last Day of Spring Term	May 12, 2020
Spring Commencement	May 17, 2020
Grades Due from Faculty	June 5, 2020

2019–20 Traditional Weekend Academic Calendar

First Day of Fall Term	August 17, 2019
Add/Drop Deadline	August 23, 2019
Labor Day Holiday	August 31–September 2, 2019
Midterm/Fall Break	October 17-23, 2019
Registration Opens for J-Term and Spring Term	Early November (see Office of the Registrar website for specific dates)
Last Day of Fall Classes	November 24, 2019
Thanksgiving Break	November 26-29, 2019
Make-up/Reading Days	November 30-December 3, 2019
Fall Exam Period	December 4–16, 2019
Last Day of Fall Term	December 16, 2019
Grades Due from Faculty	Full-Time 1L Grades: January 2, 2020 All other grades: January 10, 2020
J-Term	January 2-10, 2020
Winter Commencement	January 12, 2020
J-Term Grades Due from Faculty	Three weeks after course ends or final paper is submitted
First Day of Spring Term	January 11, 2020
Add/Drop/Withdraw Deadline	January 17, 2020
Spring Break	March 7-13, 2020
Easter and Passover Break	April 11-12, 2020
Registration Opens for Summer Term and Fall Term	Early April (see Office of the Registrar website for specific dates)
Last Day of Spring Classes	April 19, 2020
Make-up/Reading Days	April 25-26, 2020
Spring Exam Period	April 30-May 12, 2020
Last Day of Spring Term	May 12, 2020
Spring Commencement	May 17, 2020
Grades Due from Faculty	June 5, 2020

2019–20 Blended Weekend Academic Calendar

First Day of Fall Term	August 24, 2019
Residence Weekends	August 24-25 September 14-15; September 28-29 October 12-13; October 26-27 November 9-1; November 23-24
Add/Drop Deadline	August 30, 2019
Labor Day Holiday	August 31-September 2, 2019
Midterm/Fall Break	October 17-23, 2019
Registration Opens for J-Term and Spring Term	Early November (see Office of the Registrar website for specific dates)
Last Day of Fall Classes	November 24, 2019
Thanksgiving Break	November 26-29, 2019
Make-up/Reading Days	November 30-December 3, 2019
Fall Exam Period	December 4-16, 2019
Last Day of Fall Term	December 16, 2019
Grades Due from Faculty	Full-Time 1L Grades: January 2, 2020 All other grades: January 10, 2020
J-Term	January 2-10, 2020
Winter Commencement	January 12, 2020
J-Term Grades Due from Faculty	Three weeks after course ends or final paper is submitted
First Day of Spring Term	January 18, 2020
Residence weekends	January 18-19 February 1-2, February 15-16; February 29- March 1 March 21-22 April 4-5; April 18-19
Add/Drop/Withdraw Deadline	January 24, 2020
Spring Break	March 7-13, 2020
Easter and Passover Break	April 11-12, 2020
Registration Opens for Summer Term and Fall Term	Early April (see Office of the Registrar website for specific dates)
Last Day of Spring Classes	April 19, 2020
Make-up/Reading Days	April 25-26, 2020
Spring Exam Period	April 30-May 12, 2020

Last Day of Spring Term	May 12, 2020
Spring Commencement	May 17, 2020
Grades Due from Faculty	June 5, 2020

2019–20 HYBRID J.D. Academic Calendar

First Day of Fall Term	August 11, 2019
Prep Week: Semesters 1 and 3	August 12-17, 2019
Add/Drop Deadline	August 17, 2019
Capstone Week: Semesters 3, 5, and 7	October 20-26, 2019 (Week 11 of the semester)
Midterm/Fall Break	October 27-November 2, 2019
Registration Opens for J-Term and Spring Term	Early November (see Office of the Registrar website for specific dates)
Capstone Week: Semester 1	November 10-16, 2019 (Week 13 of the semester)
Last Day of Fall Classes	November 23, 2019
Thanksgiving Break	November 25-30, 2019
Make-up/Reading Days	December 1-4, 2019
Fall Exam Period	December 5-17, 2019
Last Day of Fall Term	December 17, 2019
Grades Due from Faculty	Full-Time 1L Grades: January 2, 2020 All other grades: January 10, 2020
J-Term	January 2-10, 2020
Winter Commencement	January 12, 2020
J-Term Grades Due from Faculty	Three weeks after course ends or final paper is submitted
First Day of Spring Term	January 12, 2020
Add/Drop/Withdraw Deadline	January 18, 2020
Capstone Week: Semesters 4, 6, and 8	March 21-28, 2020 (Week 11 of the semester)
Spring Break	April 5-11, 2020
Easter and Passover Break	April 12, 2020
Registration Opens for Summer Term and Fall Term	Early April (see Office of the Registrar website for specific dates)
Capstone Week: Semester 2	April 19-25, 2020 (Week 14 of the semester)
Last Day of Spring Classes	May 2, 2020
Make-up/Reading Days	May 3-4, 2020
Spring Exam Period	May 5-16, 2020
Last Day of Spring Term	May 16, 2020
Spring Commencement	May 17, 2020

Grades Due from Faculty

June 5, 2020

2019–20 Executive J.D. Academic Calendar

First Day of Fall Term	August 18, 2019
Prep Week	August 18-23, 2019
Leadership Workshop Weekend: Semesters 1 and 3	August 22-25, 2019
Add/Drop Deadline	August 24, 2019
Capstone Week: Semesters 3 and 5	October 27-November 2, 2019 (Week 11 of the Semester)
Registration Opens for J-Term and Spring Term	Early November (see Office of the Registrar website for specific dates)
Capstone Week: Semester 1	November 17-23, 2019 (Week 14 of the Semester)
Last Day of Fall Classes	November 23, 2019
Thanksgiving Break	November 25-30, 2019
Make Up/Reading Days	December 1-4, 2019
Fall Exam Period	December 5-17, 2019
Last Day of Fall Term	December 17, 2019
Grades Due from Faculty	Full-Time 1L Grades: January 2, 2020 All other grades: January 10, 2020
J-Term	January 2-10, 2020
Winter Commencement	January 12, 2020
J-Term Grades Due from Faculty	Three weeks after course ends or final paper is submitted
First Day of Spring Term	January 19, 2020
Add/Drop/Withdraw Deadline	January 25, 2020
Leadership Workshop Weekend: Semester 4 and 6	March 6-8, 2020
Leadership Workshop Weekend: Semester 2	March 20-22, 2020
Capstone Week: Semesters 4 and 6	March 29-April 4, 2020 (Week 11 of the semester)
Spring Break	April 5-11, 2020
Registration Opens for Summer Term and Fall Term	Early April (see Office of the Registrar website for specific dates)
Capstone Week: Semester 2	April 26-May 2, 2020

Last Day of Spring Classes	May 2, 2020
Make-up/Reading Days	May 3-4, 2020
Spring Exam Period	May 5-16, 2020
Last Day of Spring Term	May 16, 2020
Spring Commencement	May 17, 2020
Grades Due from Faculty	June 5, 2020

Accreditation and Memberships

Accreditation

Mitchell Hamline School of Law is accredited by the American Bar Association, Council of the Section of Legal Education and Admission to the Bar.

Council of the Section of Legal Education and Admissions to the Bar of the American Bar Association
321 North Clark Street
Chicago, IL 60654
312-988-6738

Minnesota Office of Higher Education

Mitchell Hamline School of Law is registered with the Minnesota Office of Higher Education pursuant to Minnesota Statutes sections 136A.61 to 136A.71. Registration is not an endorsement of the institution. Credits earned at the institution may not transfer to all other institutions.

Board of Trustees

Executive Committee

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Senior Legal Counsel, Cerberus Operations and Advisory Company

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Executive Director (retired), Minnesota Continuing Legal Education

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Assistant Attorney General, Office of the Minnesota Attorney General

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President, Hamline University

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David M. Sparby '80

Judge Becky R. Thorson '95

Magistrate Judge, U.S. District Court, District of Minnesota

Ugo Ukabam '02

Senior Counsel, Labor & Employment Law, General Mills, Inc.

Wendy K. Watson '97

Education Coordinator, The Arc Minnesota

Non-Discrimination Statement

Mitchell Hamline School of Law (the “School”) is committed to providing a working and learning environment that maximizes the potential of each student, faculty member, and staff member.

Discrimination or harassment of any sort interferes with that environment. Therefore, discrimination or harassment on the basis of actual or perceived race, color, creed, religion, national origin, sex/gender, gender identity, gender expression, marital status, familial (or parental) status, disability, status with regard to public assistance, sexual orientation, age, family care leave status, or veteran status, or any other protected class defined by law (“discrimination or harassment”) is prohibited and will not be tolerated. Retaliation against a person who reports or complains about discrimination or harassment, or who participates in or supports the investigation of a discrimination or harassment complaint, is also prohibited and will not be tolerated.

Senior Leadership

Peter B. Knapp

Interim President and Dean
Professor of Law

Kate Kruse

Vice Dean for Academic and Faculty Affairs
Professor of Law

Art Berman

Vice President, Finance and Administration

Andrea Bien

Director, Human Resources

Leanne Fuith '10

Dean of Career and Professional Development
Visiting Assistant Professor

Ann Gemmel '12

Dean of Admissions

Jodi Glaser

Vice President of Development and Alumni Relations

Lynn LeMoine '11

Dean of Students

Dena M. Sonbol '08

Dean of Academic Excellence

Christine Szaj

Vice President of Community Relations and Operations

Vision, Mission, and Values

Vision

Mitchell Hamline will be the nation's leading innovator in legal education. We provide rigorous, practice-based training that equips students for the changing realities of the legal profession. We empower students to pursue careers of meaning. We use technologies in new ways to expand access to legal services and legal knowledge.

Mission

We live, study, and teach the law, working to make it just and accessible. We are dedicated to:

- Serving as a gateway to opportunities that enable students to further causes about which they are passionate;
- Preparing students to compete successfully for jobs that exist today while positioning them to excel in jobs yet to be created;
- Expanding access to legal knowledge throughout society, among lawyers and non-lawyers alike;
- Providing access to high-quality legal education for people from a wide variety of backgrounds; and
- Advancing the rule of law and justice for all.

Values

Courage and Independence:

We imagine
We take risks
We are resilient

Inclusion and Integrity:

We listen
We depend on difference
We foster transparency and trust

Commitment and Accountability:

We speak up
We create
We deliver

Community and Collegiality:

We serve together

We celebrate together

We connect locally, nationally, and globally

Academic Programs

J.D. Program

Overview

Mitchell Hamline offers several enrollment options to meet the needs of students from all walks of life: full-time; part-time weekday (day or evening); weekend, Hybrid J.D.; and Executive J.D. Each program offers a strong foundation in theory and practice that provides students the skills, knowledge, professionalism, and experience to step confidently into their careers.

Students begin classes at Mitchell Hamline in the fall semester, or, if transferring from another ABA-accredited law school, may be able to enroll in the fall or spring. The schedule follows a traditional academic calendar with two semesters each year, and in addition, offers several classes during J-Term. Students are not required to take classes in the summer. The law school begins accepting applications in October and admits students on a rolling basis until August 1, with the exception of the Hybrid J.D. program which closes when the class is full.

Information about the J.D. program, each enrollment option, and the application process is available on the [Admissions website](#).

Information about academic requirements is available in the Academic Rules section of this Catalog, including Graduation Requirements and Curriculum Requirements.

Certificates

Mitchell Hamline offers several options for students to pursue certificates as part of the J.D. program in four specialized areas of law: Dispute Resolution; Health Law; Intellectual Property; and Law and Business.

Dispute Resolution Certificates

[Conflict Resolution Theory and Practice Certificate](#)

[Certificate in Global Arbitration Law and Practice: National and Transborder Perspectives](#)

Health Law Certificates

[Health Care Compliance Certificate](#)

[Health Law Certificate](#)

Intellectual Property Certificate

[Patent Law Certificate](#)

Law and Business Certificates

[Law and Business Certificate](#)

[Law and Business Certificate with Intellectual Property Concentration](#)

Courses

Course titles, descriptions, course numbers, and credits can be accessed at [Courses](#).
Listed courses have been offered at least once within the past three years.

Experiential Learning Programs

Mitchell Hamline students get experience with real clients with real legal problems starting in their first year of law school. The levels of responsibility, time investment, and specialization increase as they progress through their studies. Coursework includes skills training, simulations, and role-playing exercises allowing students to get feedback on your developing legal skills. Experiential learning programs include:

[Clinics](#) – Under the direct supervision of professors, students work in clinics to represent low-income clients. Clinic students are given primary responsibility for the representation or other lawyering experience (such as mediating cases). In addition to their casework, they meet weekly in a classroom component designed to provide them with the knowledge and skills needed to act in the role as a lawyer. Most clinics require that students be eligible for certification under the student practice rule.

[Externships](#) – Students work across a range of practice areas and legal settings. Students in externships are primarily located in field placements approved by the law school and supervised both by Mitchell Hamline faculty and by attorneys in the field.

[Residencies](#) – Students in their final year can gain practical experience through immersive, semester-long work opportunities inside of law firms, businesses, state and county agencies, courthouses and other organizations. Residency students are expected to devote 30-40 hours per week at their placement site and to enroll in a companion classroom component or other academic component supervised by a Mitchell Hamline faculty member.

[Simulation Courses](#) – Legal practicum and advanced simulation courses immerse students in the areas of general practice and advocacy through innovative hands-on learning exercises pioneered by Mitchell faculty and staff. To provide a foundation for advocacy and problem-solving in litigation and transactional contexts, all students are required to take the Advocacy course and either Negotiation or Transactions & Settlements.

[Lawyering](#) – Mitchell Hamline’s first year Legal Research and Writing (Lawyering) program is a foundational offering, required for all first-year students, intended to enable them to master fundamental client representations skills. Students meet in small groups to practice interviewing and counseling clients, writing memos and letters, researching the law, negotiating contracts and settlements, reasoning about a client’s situation in light of the law, settling cases, and arguing motions.

[The Minnesota Justice Foundation \(MJF\)](#) is committed to promoting social justice and improving legal services for those who have been under-represented by the legal profession. Through MJF, students—starting in their first year—have the opportunity to

work with lawyers in a variety of legal advice settings or to complete research projects for lawyers who have taken clients and cases on a pro-bono basis.

Dual Degree Programs

While enrolled at Mitchell Hamline School of Law, a student may pursue other courses of study (including dual degree programs approved by the law school and other graduate or undergraduate programs) with prior approval from the Vice Dean for Academic and Faculty Affairs.

In collaboration with Hamline University, Mitchell Hamline students enrolled in the J.D. program have the opportunity to pursue two degrees leading to the J.D. and a master's degree in the following programs:

- Master of Business Administration (J.D./M.B.A.)
- Master of Fine Arts in Writing (J.D./M.F.A.)
- Master in Public Administration (J.D./M.P.A.)
- Master in Nonprofit Management (J.D./M.N.M.)

Through a partnership with the University of Minnesota, J.D. students may pursue the Master of Public Health in Public Administration & Policy (MPH-PHAP).

For more information about these programs, contact the Vice Dean for Academic and Faculty Affairs.

LL.M. Degree Program

Mitchell Hamline's LL.M. Degree Program is designed for foreign law graduates who possess a law degree (LL.B. or equivalent) from outside of the United States. The program requires students to complete 24 credits including an introductory course to familiarize them with the American Legal System. Students may complete a master's thesis. Most students complete the program in one academic year (fall and spring) of study during which they focus on a specialized area of law. Students choose their courses with the support of a faculty advisor. Areas of specialization include, but are not limited to, alternative dispute resolution, intellectual property, international law, business and corporate law, and health law.

Complete information about this program and the application process is available on the [LL.M. Degree Program](#) webpage.

Academic Rules

1.01. Academic Performance

A. Academic Standing, Probation, and Dismissal

Applies to students matriculating fall 2016 or later.

1. Good Academic Standing

All J.D. and LL.M. students having at least a 2.2 cumulative grade point average are in good academic standing. For all students, cumulative G.P.A. is determined for the first time at the end of a student's first academic semester, and at the end of each fall and spring semester thereafter. A student must be in good academic standing to be eligible to be certified by the Minnesota Supreme Court for student practice.

Unless otherwise authorized by the Vice Dean for Academic and Faculty Affairs, a student must be in good academic standing to participate in "non-classroom credits" courses, for which credit is based substantially on time spent outside a regularly-scheduled law school class. "Non-classroom credits" courses include:

- Field placements, such as externships and residencies
- Moot court and other competitions
- Law Review and other journals
- Independent studies
- Course exchanges or dual degree programs
- Any courses for credit based substantially on time spent outside a regularly-scheduled class at MHSL or another ABA-accredited law school

"Non-classroom credits" courses do NOT include:

- Seminars or clinics that require a substantial classroom component
- Foreign study programs approved by MHSL or another ABA-accredited law school
- Courses conducted by MHSL or another ABA-accredited law school in accordance with ABA standards for distance education

2. Requirement for Additional Curricula and/or Academic Support Programming

Students with a cumulative grade point average under 2.8 and/or students in the bottom quartile of the class at the end of a student's second academic semester or at any time thereafter, will be required to complete curricula and/or academic support

programming.

Academic Support curricula includes the following courses:

- **Bar Exam Primer** – This summer course covers heavily tested areas of the bar exam that students studied in their first year of law school, as well as crucial law school and bar exam skills. This course requires mandatory attendance of 12 hours of in-person sessions on campus. **This course must be completed during the summer after a student's first year.**
- **Bar Preparation Strategies: MPT** – This course introduces students to the MPT portion of the bar exam and builds on crucial reading, writing, and analysis skills learned during the first year of law school. This course is only offered in the fall semester and can be taken any time after the first year.
- **Constitutional Criminal Procedure**
- **Evidence**
- **Bar Preparation Strategies: MBE & MEE** – This course reviews crucial bar exam skills and the seven MBE subjects through lectures, essays, activities, and multiple-choice questions. This course is offered in the fall and spring semesters and **must be completed during a student's final semester.**

3. Probation: J.D. Students

A student whose cumulative grade point average is below 2.2 is on academic probation. A probationary student has one semester to raise his or her cumulative grade point average to at least 2.2. An academic semester does not include a summer or January term.

4. Academic Dismissal

A J.D. student will be subject to dismissal in any of the following circumstances:

- A J.D. student is dismissed with no right of appeal to the Academic Affairs Committee if the student has a cumulative G.P.A. below 1.8 after completing the probationary semester.
- A J.D. student is dismissed with a right of appeal if that student fails to achieve a cumulative 2.2 grade point average after completing the probationary semester.

A J.D. student is dismissed with a right of appeal if the student fails to complete the requirements of the J.D. law program within 84 months.

5. Right of appeal

Students with a right of appeal must submit appeals in writing to the Dean of Students. The Academic Affairs Committee will consider the appeal. The student must explain the conditions that contributed to the student's probation and dismissal. The student must also demonstrate to the satisfaction of the Committee that the conditions contributing to the probation and dismissal have been or will be ameliorated, and that the student

will be able to achieve and maintain a cumulative GPA that will keep the student in good academic standing for the remainder of law school.

6. Readmission

A student previously dismissed from MHSL may seek readmission after two or more academic semesters have elapsed since the dismissal. The student must demonstrate that the nature of the interim work, studies, activities, or other experiences indicates a stronger potential for the study of law. Any student readmitted to MHSL after previous academic dismissal must start anew as a first-semester, first-year law student, with no credit given for any course previously taken at MHSL or at any other law school, no matter what grade the readmitted student received in such a previous course. The student's 84-month period within which to complete the requirements of the J.D. law program begins again in the month in which the readmitted student rematriculates at MHSL. The same rules apply to any student admitted to MHSL after previous academic dismissal from any other law school: A student admitted to MHSL after previous academic dismissal from another law school must start anew as a first-semester, first-year law student, with no credit given for any course previously taken at any law school, no matter what grade the student received in such a previous course. The student's 84-month period within which to complete the requirements of the J.D. law program begins in the month in which the admitted student matriculates at MHSL.

B. Academic Standing, Probation, and Dismissal; Appeal and Reconsideration

Note: This section applies to students matriculating at MHSL, Hamline University School of Law, or William Mitchell College of Law PRIOR to fall 2016.

1. Good Academic Standing

Students are considered to be in good academic standing when they start law school. To continue as a student in good academic standing, a student must have a cumulative grade point average (G.P.A.) of 2.0 or better. Cumulative G.P.A. is determined for the first time at the end of a student's first full academic year (a fall and spring semester and completion of 17 or more credits at Mitchell Hamline School of Law, and at the end of each fall and spring semester thereafter. A student must be in good standing to continue (unless the student is eligible for probation) and must be in good standing to graduate. A student must be in good academic standing to be eligible to be certified by the Minnesota Supreme Court for student practice. Students receiving financial aid should see Section D below for additional requirements for continuing financial aid eligibility.

2. Probation

A student whose cumulative G.P.A. is less than 2.0 will be placed on probation unless the student is dismissed under the rules listed in Section B.3 below. All students on

academic probation should consult the Dean of Students about the advisability of a reduced credit load. Students must achieve a cumulative G.P.A. of 2.0 within two semesters following their placement on probation or they are dismissed under the rules set forth at Section B.3.

Students who are on probation (and not in the hybrid enrollment option) at the end of their first year must take Legal Reasoning Workshop II* during the following fall semester. Academic support for hybrid enrollment students is included within the hybrid enrollment option.

*Course title changed to **Bar Prep Strategies: MPT** (effective Fall 2018).

3. Academic Dismissal

- a. A J.D. student is dismissed with no right of appeal to the Academic Affairs Committee if the student has a cumulative G.P.A. below 1.66.
- b. A J.D. student is dismissed with the right of an appeal to the Academic Affairs Committee when the student:
 - i. has a cumulative G.P.A. below 1.8, but equal to or greater than 1.66; OR
 - ii. fails to bring his or her cumulative G.P.A. to at least 2.0 within two semesters after being placed on probation; OR
 - iii. has been on probation, achieves good standing, and then earns a cumulative G.P.A. below 2.0; OR
 - iv. has earned 86 credits (83 credits for hybrid program students and students matriculating fall 2015) or more and has a cumulative G.P.A. below 2.0; OR
 - v. has failed to complete all J.D. requirements within 84 months of the first day of enrollment.
- c. A previously dismissed student may seek re-admission when two or more years have elapsed since the dismissal and the nature of the interim work, studies, activities, or other experiences indicates a stronger potential for the study of law. Any student readmitted to MHSL after previous academic dismissal must start anew as a first-semester, first-year law student, with no credit given for any course previously taken at MHSL or at any other law school, no matter what grade the readmitted student received in such a previous course. The student's 84-month period within which to complete the requirements of the J.D. law program begins again in the month in which the readmitted student rematriculates at MHSL.

C. Rules for Appeal of Academic Dismissal

Note: This section applies to students matriculating at MHSL, Hamline University School of Law, or William Mitchell College of Law PRIOR to fall 2016.

1. Generally

These rules govern the procedures used when a student appeals to the Academic Affairs Committee from the Dean's application of the academic rules of the law school resulting in that person's dismissal from Mitchell Hamline School of Law. "Dean" refers to the Dean of the law school or the Dean's designee, usually, the Dean of Students.

Any notice, document, material, or decision which must be given to the student under these rules may be given to the student in person, via email, or sent to the student's address on file with the law school.

2. Authority of Academic Affairs Committee

- a. The committee shall hear all appeals from the Dean's application of the academic rules of the law school reference in Section B.3.b under the heading Academic Dismissal.
- b. The committee may affirm, reverse, or modify the Dean's application of the academic rules resulting in a student's dismissal from the law school.
- c. The committee shall not take any action contrary to the Standards and Rules for Law Schools of the American Bar Association or the standards of the Association of American Law Schools.
- d. There shall be no appeal from a decision of the committee, but a student may seek reconsideration under the conditions stated in Section C.6 below.
- e. The Academic Affairs Committee has no jurisdiction to change a student's grade.

3. Notice of Dismissal

The Dean shall give written notice of dismissal to the student and provide a copy of the notice to the Chairperson of the committee. With the notice, the Dean shall provide the student with a copy of these rules.

4. Appeal

- a. **Who:** A student who has been dismissed from the law school as a result of the Dean's application of the academic rules of the law school, and has a cumulative grade point average of 1.66 or higher, may appeal to the Academic Affairs Committee.
- b. **Composition of Committee:** For the purposes of an appeal, the committee shall consist of five faculty members of the Academic Affairs Committee and two student members of the Academic Affairs Committee. No Dean may sit as a member of the Academic Affairs Committee for an appeal, but the Dean of Students may be present during all committee meetings and deliberations on a student's appeal.
- c. **Quorum; Votes Needed to Take Action:** Where these rules provide for action by the committee, unless otherwise noted, an affirmative vote of two-thirds

(rounded to the next highest whole number) of the members of the committee present and voting is required to take the action. Five persons including one student shall be a quorum. The Chairperson may vote.

- d. **Self-Recusal:** Any member of the Academic Affairs Committee who chooses not to participate may be excused from sitting on a particular appeal. When necessary, the Chairperson shall appoint a replacement for a faculty member and the President of the Student Bar Association shall appoint a replacement for a student member.
- e. **Initiating the Appeal:** The student shall submit a written statement addressing the factors stated in Section C.4.g explaining why the committee should reverse or modify the dismissal. The student also may submit supporting documents. The student shall file the appeal materials with the Chairperson of the Academic Affairs Committee and provide a copy of the appeal materials to the Dean of Students. The Dean of Students shall provide a written assessment of the merits of the student's appeal. The assessment shall respond to the points raised in the appeal materials. The Dean shall provide the assessment to the Chairperson of the Academic Affairs Committee and shall make one copy available to the student.
- f. **Student's Meeting with the Committee; the Committee's Deliberations:**
 - i. After receiving a student's timely appeal, the Chairperson shall schedule a meeting for the student with the committee. The meeting may be in person or, in the case of a hybrid student, via telephone or video meeting.
 - ii. The meeting shall be conducted informally. At the beginning of the meeting, the student shall have the opportunity to make remarks. The student may invite to the meeting other people to provide information to the committee. Members of the committee may ask questions and make comments at any time. The Dean of Students also may ask questions and make comments. The student shall not be present while the committee deliberates or votes on the appeal. Before leaving the meeting, the student shall have the opportunity to make brief closing remarks.
 - iii. The committee considers information from the following sources, including:
 - student's petition and supporting documentation (if any);
 - student's statements at the meeting;
 - student's academic file;
 - assessment letter provided by the Dean of Students;
 - knowledge that members of the committee possess concerning the student;
 - comments from people who are aware of the student's situation.
 - iv. The student may have access to their academic file in the Office of the Dean of Students prior to the day of the committee meeting but not on the meeting day itself. To arrange access to the file, the student must

give the Office of the Dean of Students at least two working days' notice and must arrange an appointment to take place during that office's normal business hours. While reviewing the file, the student may obtain copies of any documents in the file subject to whatever procedures and fees the Office of the Dean of Students has in effect.

g. Factors Considered by the Committee; Burden of Proof; Committee Action Necessary to Reverse or Modify Dismissal:

- i. To reverse or modify the dismissal, a student must prove by clear and convincing evidence:
 - the occurrence of an extraordinary event or set of circumstances that was the direct cause of their academic failure; and
 - that in the event the appeal is granted, it is probable that within no more than the ensuing two semesters the student's cumulative G.P.A. will be 2.0 or higher and remain so until graduation.
- ii. The dismissal stands unless the committee acts to reverse or modify the dismissal.

h. Time:

- i. The student must appeal within 13 days after the mailing of the notice of the dismissal or, if the notice is delivered personally to the student, 10 days from receipt.
- ii. Failure to file an appeal within the prescribed time period will preclude any appeal and the dismissal shall stand.
- iii. Within 10 days after the date upon which the student files the appeal, the Dean of Students shall provide their assessment to the Chairperson of the committee and shall make a copy available to the student for pick-up in the Office of the Dean of Students during normal business hours. The student is responsible for determining when the copy is available and for arranging to pick up the copy.
- iv. Unless the student waives the right to meet with the committee, the committee shall meet with the student within 30 days after the student files the appeal but no sooner than on the fourth working day after the assessment from the Dean of Students becomes available to the student. In any event, the committee shall decide the appeal within 35 days after the filing of the appeal.
- v. The Chairperson of the committee may extend any time period in these rules for good cause, except that committee action is required to extend the following by more than 30 days:
 - the deadline for filing a student's appeal; and
 - the deadline for requesting reconsideration under Section C.6.

i. Confidentiality:

- i. By filing an appeal, the student authorizes the Dean to provide the student's law school file to the committee.

- ii. All documents submitted by or on behalf of the student to the committee shall become part of the student's academic file and shall be subject to the same rules of confidentiality applicable to all student academic files.
- iii. All proceedings of the committee which take place while the student is present shall be confidential as to third parties and shall not be disclosed to others unless:
 - the student consents to disclosure; or
 - disclosure is necessary to defend the law school or any member of the law school community from charges of lawful conduct.
- iv. All deliberations and other proceedings of the committee which take place while the student is not present shall be confidential both as to third parties and as to the student and shall not be disclosed to others or to the student except:
 - in strict accordance with Section C.5 below; and
 - where disclosure is necessary to defend the law school or any member of the law school community from charges of lawful conduct.
- v. The Dean of Students and individual members of the committee may give the student advice as to how the student might improve their academic performance, so long as that advice does not disclose any information about the committee's deliberations or other proceedings which occurred while the student was not present.

5. Notice of Committee's Decision

Within 3 working days of deciding the student's appeal, the committee shall give the student written notice of the committee's decision and shall provide a copy of the notice to the Dean. The notice shall state only the committee's decision and shall not provide any supporting reasons or disclose the committee's vote.

6. Request for Reconsideration

- a. A student dissatisfied with the committee's decision on their appeal may submit a written request, addressing the grounds stated in Section C.6.c that the committee reconsiders its decision.
- b. The request for reconsideration must be delivered to the Chairperson of the committee within 90 days of the date the committee gives notice of the committee's decision to the student.
- c. There are only two grounds for obtaining reconsideration:
 - i. the student has material information:
 - which relates to the student's situation as of the date of the meeting at which the committee decided the student's appeal;
 - which is newly discovered or newly available since the meeting at which the committee made its decision; and

- which with reasonable diligence could not have been found and produced at that meeting.
 - ii. the committee's deliberations or decision were substantially influenced by extraneous prejudicial information improperly brought to the committee's attention.
- d. The petition for reconsideration must state with particularity, and on oath, the information that the student asserts justifies reconsideration.
- e. Within 5 working days of receiving a request for reconsideration, the Chairperson delivers a copy of the request to each member of the committee. Within 10 working days of receiving the request, the Chairperson polls each member of the committee to see whether any member wishes to have a committee meeting to consider whether to grant the request for reconsideration.
- f. If at least 3 members of the committee wish to have a committee meeting to consider whether to grant the reconsideration request, the Chairperson schedules a meeting to take place within 20 working days of the day the Chairperson received the request for reconsideration. Otherwise, the Chairperson promptly informs the student in writing that the request for reconsideration is denied.
- g. If the committee does meet to decide whether to reconsider the dismissal:
 - i. the student is not present, unless the committee requests or requires the student to attend;
 - ii. the committee considers only whether the student has satisfied the Standard of Section C.6.c;
 - iii. the committee decides only whether to grant reconsideration;
 - iv. the committee does not reconsider the dismissal.
- h. If, after holding a meeting under this section, the committee does not grant reconsideration, the chairperson promptly informs the student in writing that, after meeting, the committee did not grant reconsideration.
- i. If the committee grants reconsideration,
 - i. the student has an appeal de novo;
 - ii. the provisions of Section C.4 apply to the reconsideration process; except
 - iii. subject to Section C.4.h on extensions of time, the following deadlines will apply:
 - (1) for the student to provide the Chairperson with any additional information the student wishes the committee to consider: 13 days after the mailing of the notice of the committee's decision to reconsider, or if the notice is delivered personally to the student, 10 days from receipt; a student who does not intend to submit additional material must also inform the Chairperson within these time limits.

- (2) for the letter of assessment from the Dean of Students: 10 days from student's filing of additional material or notice that no further materials will be submitted.
 - (3) for the committee to meet to consider the de novo appeal: within 30 days after the committee provides notice to the student that the committee has granted reconsideration, but no sooner than on the fourth working day after assessment from the Dean of Students becomes available to the student;
 - (4) for the committee to decide the de novo appeal: within 35 days after the committee provides notice to the student that the committee granted reconsideration.
- j. If the committee declines to reconsider a dismissal or if, after reconsidering a dismissal the committee makes a decision that dissatisfies the student, no further appeal or reconsideration is allowed.

D. Financial Aid Satisfactory Academic Progress Policy

Federal financial aid regulations require all students who receive Title IV federal financial aid and/or Minnesota Office of Higher Education (OHE) funds to maintain good academic standing and a satisfactory pace in the progress toward their degree. These regulations apply to all attempted coursework including coursework for which the student did not receive financial aid. A student who does not meet Financial Aid Satisfactory Academic Progress standards (FA SAP) may lose federal and or state financial aid eligibility, but may regain eligibility when the standards are again met, or with an approved appeal.

For the full text of this important policy, see the [Financial Aid Satisfactory Academic Progress Policy](#) on the Financial Aid Office website.

1.02. Attendance and Course Expectations

A. Attendance Policy

The program of instruction at the School of Law is based on an active and informed exchange between instructor and student and between student and student. Regular, prepared class attendance helps develop skills essential to the competent practice of law. Regular and punctual class attendance and adequate preparation are required.

Requirement: Regular and punctual class attendance is required. Missing more than 2 regularly scheduled classroom hours per credit hour is presumptively excessive (e.g. missing more than 6 classroom hours of a 3-credit course). Faculty are authorized to impose more stringent attendance policies provided that when faculty imposes an attendance policy that differs from this policy, the faculty member shall publish his or her attendance policy in his or her syllabus for the course and shall make the policy available to the Vice Dean for Academic and Faculty Affairs and the Dean of Students.

Record-keeping and reporting: Upon report(s) from the instructor, the Vice Dean for Academic and Faculty Affairs has authority to involuntarily withdraw students whose absences are excessive. For in-residence classes, faculty must keep a record of each student's attendance each class session, and must report to the Dean of Students, or his/her delegate, any student whose absences are presumptively excessive (i.e., any student who has missed more than two regularly-scheduled classroom hours per credit hour) unless the student has made appropriate arrangements with the professor. It is an honor code violation to falsely sign an attendance sheet for a student not present in class. It is an honor code violation to sign in for a class that was not attended in substantial part. Hybrid and EJD program students are required to attend all in-person hours. Pre-excused absences from in-person hours must be made up in a comparable in-person exercise whenever possible.

B. First Class Assignments

Most instructors assign course work for the first day of classes. Instructors shall post first assignments on the learning management system used for the course (Canvas). In all cases, instructors will announce the first assignment for a class to the students in the class no later than one week before the first class session.

C. Class Make-Up Policy

Instructors may schedule make-up classes in advance of a canceled class. Instructors are expected to announce the time and date to make up canceled classes as soon as possible after the cancellation. Instructors do not schedule makeup class(es) during the last two weeks of a semester unless it is impossible to make up the canceled class(es) at any other time. Instructors may arrange for video or audio recordings of makeup classes to be posted in the Panopto Recordings section of their Canvas course pages.

D. Course Evaluations

Each semester, all students complete an evaluation for each course they take. The completed evaluation forms are reviewed by the Vice Dean for Academic and Faculty Affairs and the ratings on the forms are tabulated. The evaluations are returned to the instructor after grades for each course are submitted. The evaluations provide useful feedback to the instructor. The evaluations also are available to the Tenure Committee. The Tenure Committee is responsible for assisting beginning instructors and evaluating the quality of teaching. Committee members also visit classes to obtain direct information. The evaluations are used in the same manner by the administration in making decisions on course assignments, salary, promotion, tenure of tenure-track instructors, and retention of adjunct instructors.

1.03. Curriculum Requirements

A. Required Courses

In addition to the Graduation Requirements described in the Academic Rules section of this Catalog, students are required to pass all first year and upper division required courses as listed below.

Students matriculating in fall 2016 or later are required to earn a minimum of 83 credits and satisfy the below requirements.

First Year Required Courses (28 credits):

- 1003-Civil Dispute Resolution (4 credits)
- 1004-Torts: The Common Law Process (4 credits)
- 1005-Criminal Law: Statutory Interpretation (3 credits)
- 1006-Contracts: Transactional Law (4 credits)
- 1651-Property: Jurisprudential and Comparative Analysis (4 credits)
- 2421-Constitutional Law—Powers (3 credits)
- 1415-Lawyering: Advice and Persuasion (6 credits)

Upper Division Requirements:

- 3200-Professional Responsibility (2 or 3 credits)
- 9550/9551/9555/9556-Advocacy (3 credits)
- 4575-Negotiation (3 credits) OR 9014-Transactions and Settlements (3 credits)
- 2410-Liberties: Advanced Legal Reasoning (3 credits)
- Upper Level Advanced Research and Writing Requirement (Long Paper) – see Section B below

Requirement for Additional Curricula and/or Academic Support Programming

Students with a cumulative grade point average under 2.8 and/or students in the bottom quartile of the class at the end of a student's second academic semester or at any time thereafter, will be required to complete curricula and/or academic support programming.

Academic Support curricula includes the following courses:

- Bar Exam Primer (required summer after 1L course)
- Bar Preparation Strategies: MPT (offered only fall semester)
- Constitutional Criminal Procedure

- Evidence
- Bar Preparation Strategies: MBE & MEE (offered fall and spring; may only be taken in the final semester of law school)

First year students matriculating in fall 2018 or later are required to take the following courses:

- 1450 Legal Methods (implemented fall 2018 for full-time and part-time on-campus and blended weekend students)
- 1452 Foundations of Practice (implemented spring 2019 for full-time on-campus and blended weekend students)

No more than 19 credits under the 83 credit requirement can be applied toward graduation from non- classroom courses:

- Field placements (including externships but not clinics)
- Moot court or other competitions
- Law Review or Journal
- Independent studies
- Course exchanges
- Dual-degree courses
- Any course for credit that is substantially based upon time expended outside a regularly scheduled class at MHSL or another ABA-accredited law school

Students matriculating in spring or fall 2015 are required to earn a minimum of 83 credits and the below requirements. *

First Year Required Courses (28 credits):

- 1003-Civil Dispute Resolution (4 credits)
- 1004-Torts: The Common Law Process (4 credits)
- 1005-Criminal Law: Statutory Interpretation (3 credits)
- 1006-Contracts: Transactional Law (4 credits)
- 1651-Property: Jurisprudential and Comparative Analysis (4 credits) – see Note 1 below
- 2421-Liberties: Advanced Legal Reasoning (3 credits)
- 1415-Lawyering: Advice and Persuasion (6 credits)

Upper Division Requirements:

- 3200-Professional Responsibility (2 or 3 credits) – see Note 2 below
- 2410-Constitutional Law–Powers (2 or 3 credits) – see Note 3 below

- 6 credits in Experiential Courses
- 9550/9551/9555/9556-Advocacy (3 credits) – satisfies 3 credits of [Experiential Courses](#) – see Note 4 below
- Upper Level Advanced Research and Writing Requirement (Long Paper) – see Section B below

No more than 19 credits under the 83 credit requirement can be applied toward graduation from non- classroom courses:

- Field placements (including externships)
- Moot court or other competitions
- Law Review or Journal
- Independent studies
- Course exchanges
- Dual-degree courses
- Any course for credit that is substantially based upon time expended outside a regularly scheduled class time at MHSL or another ABA-accredited law school

* Students matriculating fall 2014 or earlier are required to earn a minimum of 86 credits plus the requirements listed above.

Note 1 – HUSL legacy students who have successfully completed the 3-credit Property class are considered to have satisfied this requirement.

Note 2 – HUSL legacy students who have successfully completed Practice, Problem-Solving and Professional Responsibility are not required (and are not eligible) to take Professional Responsibility.

Note 3 – HUSL legacy students who matriculated prior to 2015 are not required to take this course.

Note 4 – HUSL legacy students who have successfully completed Legal Research and Writing III: Litigation are not required (and are not eligible) to take Advocacy. HUSL legacy students who have successfully completed Trial Advocacy are not required or permitted to take Advocacy.

B. Advanced Research and Writing Requirement

All students must write an Advanced Research & Writing (“ARW”) paper as a requirement for graduation. Students are required to complete this requirement after their first year and are strongly advised to complete it before their final semester. Students are encouraged to complete this requirement through a seminar or other [long-paper course](#).

Purpose & Content

The ARW requirement is consistent with American Bar Association accreditation standard 303, which requires a “rigorous writing experience” after the first year. It is designed to reflect two key aspects of the practice of law identified in the American Bar Association’s Model Rules of Professional Responsibility. First, a lawyer is a counselor who is expected to “exercise independent professional judgment and render candid advice.”^[1] Second, a lawyer “is a representative of clients, an officer of the legal system and a public citizen having special responsibility for the quality of justice.”^[2]

The ARW paper furthers five competencies essential to law practice:

1. Legal research;
2. Fact investigation;
3. Writing, including organization, grammar, and style;
4. Strong personal work ethic and time management; and
5. Creative problem-solving

Although many ARW papers will take the form of a law review-style essay, other kinds of writing may also satisfy the requirement. In each case, the focus is on using the competencies identified above to identify and solve a problem of the sort confronted by lawyers. Description and regurgitation are not enough.

Here are some illustrations:

Unlikely to satisfy ARW requirement	Likely to satisfy ARW requirement
Essay describing a new case about the rights of homeless people	Essay assessing current homelessness and proposing new legislative approach
Business agreement based entirely (or nearly so) on a model or form document	Business agreement requiring substantial transactional analysis and problem- solving
Moot court brief relying on facts supplied by competition organizers	Clinic brief or amicus brief requiring development of facts and presenting novel legal arguments

Permission and Credits

ARW papers are usually written under the supervision of a full-time faculty member. Supervision by an adjunct faculty member is permitted only if the paper is completed as part of an ARW-designated course taught by that adjunct faculty member or, in rare circumstances, if the paper is completed as part of an Independent Research Project.

ARW-designated Courses

Some courses are designated by the Curriculum Committee as satisfying the ARW requirement. Because of the intensive work required between class sessions, three-credit ARW courses meet for a minimum of 110 instructional minutes per week during a thirteen-week semester or an equivalent amount of time spread over a different period. Students who wish to take the course without fulfilling the ARW requirement and students who have fulfilled the ARW requirement and choose not to write an additional long paper in the course will register for two credits, rather than three.

A student who wishes to change the number of registered credits for an ARW-designated course (i.e., from two to three or from three to two) must follow the course add/drop procedures outlined in Academic Rule 1.7 in this Catalog. In any event, a student who does not write a long paper in an ARW-designated course will not receive three credits for the course.

Journals

Papers written for law review or journal articles require the advance permission of the journal's Editorial Board, in addition to approval of a supervising professor. Such a paper receives the credit normally associated with journal service.

Independent Long Paper

Although students are encouraged to complete their ARW requirement through a seminar or other [long-paper course](#), students may satisfy their ARW requirement by writing an independent long paper. The independent long paper option is permitted only in limited circumstances. The student must first complete and submit the [Independent Long Paper Petition](#) and obtain approval from a supervising faculty member.

Students must be in good academic standing and in their final two semesters to be registered for an independent long paper.

Independent long papers are graded A-F and earn two credits. Students may request a waiver from the Vice Dean for Academic and Faculty Affairs for an independent long paper for fewer than two credits, but not more. The requirements to fulfill the ARW requirement remain the same regardless of the credits proposed. Students may not earn credits through independent research while completing their long paper requirement.

The petition must include the following:

1. why the ARW requirement cannot be satisfied through a seminar or other [long-paper course](#) (i.e. why is an independent long paper necessary);
2. a description of the topic;
3. the reason for interest in the topic;
4. the extent and type of research anticipated;
5. previous work completed in the subject area;
6. identification of a subject matter expert with whom the student will consult (which could be a faculty member); and
7. a description of the written product that will be produced.

If approved, the independent long paper must meet all other ARW requirements set forth in this section.

In addition, students completing their ARW requirement through an independent long paper will be required to complete online modules on useful topics for satisfying the requirement, such as research and topic selection, as assigned by their faculty supervisor.

Format

Regardless of form or genre, ARW papers shall ordinarily be at least 8,500 words including footnotes. This requirement is meant to ensure that the project is substantial enough to measure and develop the five competencies identified above and to provide a summative writing experience for the student. Beyond the length requirement, formats will vary according to context and should be appropriate to the genre of the writing project. So, for example, essays should generally adhere to law review style conventions, while briefs must adhere to good citation practices and the relevant jurisdiction's filing rules. Prior to the first draft, the student and supervising faculty shall identify the appropriate format for the paper.

Writing Process and Deadlines

Unless the supervising faculty member requires otherwise, the paper is required to be written in the following stages:

- Detailed outline
- Research plan
- First draft
- Second draft
- Final paper

Students should expect significant feedback from their faculty supervisors at each of these stages.

Missed deadlines may be taken into account in grading, particularly if the student does not obtain an extension until after the deadline has passed. Final papers are due no later than the last day of class for the semester. An extension of the final due date must be requested in advance and must be approved by the instructor. Students requesting a change should complete a "Request for Extension" form and submit this form to the Dean of Students. This form can be found on the [Forms page of the Office of the Registrar's website](#).

After the ARW paper is completed, the student should fill out and have the supervising faculty member sign an Advanced Research & Writing Certification form available on the [Forms page of the Office of the Registrar website](#). The signed form must be submitted to the Registrar in order for the ARW requirement to be satisfied

[1] ABA MODEL RULES OF PROF'L CONDUCT R. 2-1.

[2] ABA MODEL RULES OF PROF'L CONDUCT pmb1.

1.04. Examinations

A. Types of Exams and Other Graded Assessments

Instructors have the discretion to administer as assessments exams, papers, or courtroom or other practice-based exercises. An exam may be a scheduled exam, meaning that it is taken on campus at a specified time; a self-scheduled exam, meaning that the student may select, from a designated range of times, a time at which to take the exam on campus; or a take-home exam. A scheduled exam, self-scheduled exam, or take-home exam may be an “in-session” exam, which is an exam administered or due before classes end for the designated session (e.g., fall or spring semester or summer session), or it may be a “final” exam, which is an exam administered or due at or after the end of classes for the designated session. Any exam, whether in-session or final, scheduled, self-scheduled, or take-home, may be closed or open book. No exam is open book unless the instructor of the course specifically designates the exam as such. Students complying with the software installation policy (see below) may use computers to type their exam answers. Students are responsible for knowing and following specific rules and processes for exam administration for each type of exam they are taking. Prior to final exams, detailed information about the process for self-scheduled final exams will be posted by the Office of Student Services. **Students should review this information well in advance of the exam.**

No exams may be due or administered during the designated “reading week.” Papers and courtroom or other practice-based exercises are exempt from this timing rule; they may be due or administered at any time during the designated session, during the designated “reading week,” or during the designated final examination period.

B. Use of Exam Software

Mitchell Hamline School of Law uses Exemplify software by ExamSoft for some exams, which provides backup protection from losing work (in the event of computer malfunction) and prevents accessing unauthorized material during an exam administration. Not every instructor uses exam software for every exam, but if a particular exam requires it, Exemplify must be installed and tested and the exam downloaded in order for a student to take an exam on his or her personal laptop computer. To use Exemplify, the following conditions must be met:

1. Exemplify software must be installed and tested on a student’s computer prior to his or her first exam that requires Exemplify. The student must become familiar with using it, including transferring his or her exam electronically. If the student is scheduled to take an exam that requires Exemplify, he or she will be notified by email prior to his or her first exam that requires Exemplify. This email will provide links for downloading the software and instructions on how to install and use it. Students should install Exemplify at least one week before taking the

exam. This allows time to receive help if there are issues with the Exemplify installation on their personal computer.

2. If a student's computer suddenly becomes unusable prior to the beginning of an exam, the student may choose to take the exam using one of the library's computers (which will have Exemplify already installed), or hand write the exam in a blue book.
3. If a computer suddenly becomes unusable during an exam already in progress, the student must use a blue book to finish the exam from the point where the computer stopped working. Information Technology personnel will retrieve the work that was completed in Exemplify prior to the crash. **No technical assistance is available during an exam.**
4. Exemplify is compatible with Microsoft Windows and Macintosh OS. More information about supported Windows and Mac versions will be provided in the instructions students will receive prior to any exam that requires Exemplify.

Information Technology Services professionals are available in the Library (or by phone at 651 290-6411) to assist with installing, using, and troubleshooting problems with Exemplify. They will also be available during every scheduled **final** exam, and will be notified of make-up **final** exams by Student Services.

NOTE: No electronic devices may be used during exams except a laptop running Exemplify. All phones and smartwatches must be turned off and stowed away from students. Additional monitors or laptops are not permitted.

C. Exam Numbers

Students are assigned examination numbers that are used as identification on exams throughout law school. Students may ask the Registrar to change their exam number at any time. Upon showing proper identification, students who forget their examination number during the final examination period may obtain it from the Office of the Registrar until one-half hour after the final exam at issue begins. If a student uses the wrong number on an exam, he or she should notify the Registrar in order to assure proper recording of grades.

D. Exam Variances: Exam Conflicts/Rescheduling and Accommodations

Instructors are responsible for announcing the time and place of all in-session exams. Students take scheduled final exams at the time and place announced on the exam schedule. Students take take-home final exams at the time and place announced on the exam schedule, or at the time and place announced by the instructor. Self-scheduled final exams are scheduled by students according to processes set by the Office of Student Services. (Detailed information will be made available to students prior to each final exam period.)

Note: No student is permitted to take any exam before the regularly scheduled time for that exam.

1. Exam Conflict – request for rescheduling

In-session exams, whether scheduled, self-scheduled, or take-home, may be rescheduled by the instructor whose exam is at issue, or by the Dean of Students when s/he is directed to do so by the instructor whose exam is at issue. The instructor has discretion to determine the details for rescheduled in-session exams unless the instructor has delegated that authority to the Dean of Students. Scheduled and self-scheduled final exams may be rescheduled only by the Dean of Students. Take-home final exams may be rescheduled by the instructor whose exam is at issue, or by the Dean of Students when s/he is directed to do so by the instructor whose exam is at issue. The instructor has discretion to determine the details for rescheduled take-home final exams unless the instructor has delegated that authority to the Dean of Students.

The Dean of Students will reschedule exams only under extraordinary circumstances. Examples of such circumstances may include:

- a. The student's illness or injury, or an illness, injury, or death in the student's immediate family, which prevents the student from taking an exam.
- b. The time of an exam conflicts with the student's religious belief or practice.
- c. A student has two scheduled final exams that are scheduled to begin within 23 hours of each other (e.g., a 6:00 p.m. scheduled final exam on a Monday followed by a 5:00 p.m. scheduled final exam the next day would be a conflict; however, a 6:00 p.m. scheduled final exam on a Monday followed by a 6:00 p.m. scheduled final exam the next day would NOT be a conflict). **Note: This 23-hour rule applies only to scheduled final exams, not to self-scheduled or take-home final exams, and not to any in-session exams.**
- d. A student has three scheduled final exams scheduled within a period of 3 calendar days, in which case a student may reschedule one scheduled final exam. **Note: This 3-day rule applies only to scheduled final exams, not to self-scheduled or take-home final exams, and not to any in-session exams.**
- e. Unanticipated event that conflicts with an exam; such event must be one that requires the student to attend (note: this exception is rare; events such as travel/vacation plans, weddings, employment obligations, etc., do not qualify).

Exam rescheduling is coordinated in Student Services, Room 119.

Specific make-up dates for final exam conflicts are scheduled at set times during the final examination period. Students must take rescheduled final examinations on the next available make-up date that does not cause a new conflict in the student's final exam schedule.

No make-up exam will be rescheduled more than two weeks after the end of the regular final exam period. Students who are unable to complete any exam within this time frame will be withdrawn from the course(s) unless the Dean of Students grants an exception for extraordinary circumstances.

The rules on Deferring Completion of Exams apply when a student fails to take an exam when it is scheduled.

2. Accommodations for Disability or English as a Second Language Students who need to request exam rescheduling or other accommodations (including additional time) because of a documented disability or language facility (student's native or primary language is not English) must request an accommodation from the Dean of Students at least 2 weeks prior to the exam. Students may be requested to provide specific documentation to support a request for accommodations and should factor this into the deadline. See Accommodations for Students with Disabilities in the Student Services section of this Catalog for general information.

E. Deferring Completion of Exams

A student may not defer a final exam without prior permission from the Dean of Students, who will determine the deferred final exam date. If a student fails, without prior permission, to take a final exam when scheduled or rescheduled by the Dean of Students, the student will receive a failing grade (a grade of "F") for the course, unless the Dean of Students grants an exception for extraordinary circumstances.

F. Penalty for Exceeding Time Allotment on Exams

Students are responsible for ending their examination on or before the exam end time. Students who fail to end their examinations on time are subject to a presumptive one-gradation penalty (e.g., B to B-) if they exceed the time, even by a few minutes. Individual faculty members may choose to opt out of this policy and impose their own penalty. Students who substantially exceed the examination time may be subject to a more substantial penalty and/or an investigation of whether they have violated the Code of Conduct.

Students are permitted five minutes from the end time for the exam to return written exam materials (e.g. bluebooks, multiple-choice answer sheets). Written exam materials returned after the five minutes grace period will be considered late and students will be subject to the same penalties as all students who exceed exam time limits.

G. Retention of Exams and Papers

Most exam booklets, take-home exams, and student papers are retained by the Registrar, or the instructor, for one year. Some exam booklets, take-home exams, and students' papers are available for students to pick up in the Office of Student Services.

Information about grading system (including pass/fail option); class rank and transcripts; and honors and awards is described in Academic Rule 1.05. Grading System, Class Ranks and Transcripts, Honors and Awards.

1.05. Grading System, Class Ranks and Transcripts, Honors and Awards

A. Grading System

1. Numerical Grade Equivalent

Mitchell Hamline School of Law grades on a letter grading system shown in Table 1 below.

Table 1

Letter Grade	Numerical Equivalent
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D+	1.33
D	1.00
D-	0.67
F	0.00

2. Pass/Fail Grades

Courses are ordinarily graded on an A-F scale. With the permission of the Vice Dean for Academic and Faculty Affairs, an instructor may offer a course on a Pass/Fail basis. If an instructor is offering a course on a Pass/Fail basis, he or she must announce this orally

or in writing prior to or at the beginning of the semester. A student receiving a pass earns a grade of S (satisfactory) or a grade of P (pass), which is not computed in his or her cumulative G.P.A. A student receiving a fail earns a grade of “F”, which is computed in his or her cumulative G.P.A. There is no limit to the number of Pass/Fail credits a student may earn. Individual students may not elect to receive a Pass/Fail grade in a course that is letter graded with the exception of the pass/fail option in Section A.5 below.

3. Notice of Grading Criteria

The syllabus for each course will list grading criteria for the course.

4. Grading Policy

Beginning with the 2016 Fall Term, Mitchell Hamline School of Law mandates a mean of 2.9 for all 1L classes, including third semester blended learning courses, with an allowable deviation of +/- .13 to +/- .24, depending on the size of the class, as shown in the table below:

Allowable Deviation from the 2.9 Mean Grade for 1L Courses

Class size	Required Mean Grade	Maximum Allowed Deviation
80+	2.90	+/- 0.13
70-79	2.90	+/- 0.14
60-69	2.90	+/- 0.15
50-59	2.90	+/- 0.16
40-49	2.90	+/- 0.18
30-39	2.90	+/-0.20
<30	2.90	+/-0.24

Beginning with the 2016 Fall Term, Mitchell Hamline School of Law mandates a mean of between 2.7 and 3.3 for all Upper Level (non-1L) classes, with the exception of Clinics and Long Paper courses; Clinics and Long Paper courses are not subject to the mandatory mean. Each instructor is required to calculate and articulate the mean when s/he submits grades to the Registrar.

If the mean falls below 2.7 or above 3.3, then before submitting grades to the Registrar, the instructor must offer to the Vice Dean for Academic and Faculty Affairs an

explanation of one or more factors that justify the deviation. Such factors include, but are not limited to:

- Class size (i.e., very small)
- Method of evaluation (e.g., exercises rather than final exams)
- Average GPA of class members (e.g., higher than the mean)
- Class objectives (e.g., to master rather than simply practice specific skills)
- Nature of student work required (e.g., team or group work)
- Multiple assessors
- Course requirements (e.g., number of hours)

The Vice Dean will sign off on the deviation OR will contact the instructor for further discussion. The Vice Dean will also report to the faculty at regular intervals regarding the deviations.

5. Pass Option

Subject to the limitations set forth hereafter, excluding independent research and clinical courses, a J.D. student may elect to convert a letter grade in any non-required course, other than those designated by the Vice Dean for Academic and Faculty Affairs as not available for the pass option, to a “Pass” represented by a “P,” for “C-” or better work. A student may only convert a letter grade to a “P” in one course during the student’s entire law school career.

Students may elect to replace their passing grade with a “P” by filing with the Registrar at any time after registering for the course but not later than 5 calendar days after his or her last grade is posted for the semester or term in which that course was offered. This five-day period shall not be stayed to await the final determination of incomplete (“I”) grades. A student who receives an incomplete grade and has not yet exercised the one-time pass option may, after the “I” is converted to a letter grade, exercise the option to change that converted letter grade to a “P” by filing with the Registrar not later than 5 calendar days after the “I” grade is converted to a letter grade. Once the pass option has been exercised, the student cannot reverse that decision, even if hindsight proves that another choice would have been more beneficial.

If semester rankings have already been calculated, students will not be re-ranked after the pass option has been elected even if cumulative GPAs have changed significantly.

6. Grade Changes

Once final grades are submitted, they cannot be changed unless a clerical error has occurred.

7. Grade Posting

Students can review their grades on the law school website using their student I.D. number and password. When new grades are being entered, students cannot access their grades. For grade security purposes, grades are not given over the telephone.

8. Calculating Grade Point Average

Grade point averages are computed as follows: the credit value is multiplied by the number equivalent of the grade received in the course. This multiplication product results in grade points. The sum of the grade points is then divided by the number of graded credits attempted. Only letter grades listed in the first table above are calculated in the grade point average.

B. Class Rank and Transcripts

1. Class Ranks

Class ranks are computed at the end of a student's first two semesters and every fall and spring semester thereafter and appear on the transcript. The ranks are based on students' cumulative grade point averages. Only those students who received all of their semester grades receive a class rank. Our goal is that non-senior ranks are calculated one week after the last non-senior grades are processed. Senior ranks are calculated when all senior grades are processed.

Students are ranked with other students who are proceeding through law school at approximately the same pace, except for the final ranking, in which students are ranked with their graduating class. Students who graduate in August are ranked with the subsequent January graduation class. A student's class rank is not changed once ranks are computed. For grade security, students are not given their class ranks over the telephone. Students may request an official transcript without the rank listed by contacting the Registrar.

2. Transcripts

Information about how to order a transcript is found on the [Office of the Registrar website](#). Students may print their unofficial transcript from the law school's website by logging in to their account and clicking on the "My Transcript" tab.

The law school cannot release photocopies of students' transcripts from other academic institutions. Students must request those documents directly from the academic institutions they attended.

C. Honors and Awards

1. Academic Honors (Graduation Honors)

For students graduating in or after January 2018, Mitchell Hamline School of Law issues the following academic distinctions upon the completion of all coursework and the awarding of the J.D. degree: summa cum laude, magna cum laude, and cum laude.

The criteria for Latin Honors are as follows:

Academic Honor	Honors Criteria
Summa cum laude	GPA of at least 3.67
Magna cum laude	GPA of at least 3.50, up to but not including 3.67
Cum laude	GPA of at least 3.33, up to but not including 3.50

GPA's are not rounded up for purposes of awarding Latin Honors. E.g., a student with a GPA of 3.49999 will receive the cum laude, rather than the magna cum laude, distinction.

For purposes of the January and May graduation ceremonies, honors will be based on the cumulative grade point average from the prior semester. Final honors are noted on the transcript and printed on the diploma.

2. Dean's List/Dean's Honor Roll

Beginning with the fall 2015 semester, students who earn a semester grade point average of 3.33 or better, based on seven or more graded credits, are placed on the Dean's List/Honor Roll that semester. Students so honored receive a letter from the President and Dean of the law school and a notation on their transcripts. First year students are eligible for this honor contingent on meeting the above criteria.

3. CALI Awards

Faculty members may designate the Computer-Assisted Legal Instruction (CALI) Award of Excellence to students who receive the top grade in a course. Students so honored receive a letter from the President and Dean of the law school and a certificate from CALI.

1.06. Graduation Requirements (J.D. Program)

A. Minimum Credits and Minimum Cumulative GPA Required; Calculation of Credits

Students matriculating prior to fall 2015 (except Hybrid Program students) must complete a minimum of 86 credits with a cumulative GPA of at least a **2.0**. Students matriculating in spring 2015 (Cohort 1-Hybrid Program students) or fall 2015 must complete a minimum of **83** credits with a cumulative GPA of at least a **2.0**.

Students matriculating in fall 2016 or later must complete a minimum of 83 credits with a cumulative GPA of at least a **2.2**.

Students who transfer to MHSL must meet the requirements applicable to their anticipated graduating class.

1. **Purpose of this section.** In approving and scheduling courses and other credit-bearing activities (hereinafter, “courses”), and in awarding credit, the law school will follow the guidelines in this Academic Rule 1.6, Section A, which are intended to be consistent with the “credit hour” definition in ABA Standard 310(b). According to Standard 310(b):
 - a “credit hour” is an amount of work that reasonably approximates:
 - (1) not less than [50 minutes] of classroom or direct faculty instruction and two [60-minute] hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of work over a different amount of time; or
 - (2) at least an equivalent amount of work as required in subparagraph (1) of this definition for other academic activities as established by the institution, including simulation, field placement, clinical, co-curricular, and other academic work leading to the award of credit hours.
2. **Definition of a “credit hour.”** Except as otherwise provided in this section, “credit hour” is the amount of work that reasonably approximates, over any length of time, a total of 750 (50 x 15) minutes or 12.5 hours of in-class work, plus 1800 (120 x 15) minutes or 30 hours of out-of-class work. The allocation of time between in-class and out-of-class work is flexible; 42.5 hours of required work in any proportion of in-class and out-of-class work will meet the credit-hour definition. For example, a 1-credit course that requires 10 hours of in-class work and 32.5 hours of out-of-class work meets the definition.^{[1](#)}
 - a. **In-class work.** “In-class work” includes classroom instruction, other direct faculty instruction, and up to 50 minutes per credit-hour of time required for an exam or other assessed activity administered after the end of classes for the semester or other academic session (hereinafter “final exam or other final assessed activity”).

- b. **Out-of-class work.** “Out-of-class work” includes all work that students are required to complete in addition to in-class work. Examples of out-of-class work include reading and other preparation for in-class work, time spent on papers, simulations, projects, and other assignments outside of scheduled class time, and time spent preparing for and completing exams, quizzes, and other assessments outside of scheduled class time other than 50 minutes per credit-hour for a final exam or other final assessed activity. Course syllabi must clearly state the out-of-class work that is required.
3. **Guidelines for determining credit hours in courses and other credit-bearing activities.** These guidelines illustrate application of the credit-hour definition to traditional course models and are not meant to suggest that any particular model must be adopted to meet the credit-hour requirements. Except as otherwise provided in this section, courses that require at least 42.5 hours of work per credit hour comply with the credit-hour requirements.
 - a. **Non-ARW Courses with In-class Meetings.** Non-ARW courses^[2] with weekly in-class meetings will be scheduled for 55 minutes of in-class instructional time per credit hour each week over a thirteen-week semester. Courses meeting over fewer or more than thirteen weeks will be scheduled for 700 minutes of in-class instructional time per credit hour. In all cases, the scheduling of in-class instructional time is based on a presumption that the course will require a total of at least 1850 minutes (or about 31 hours) of additional work per credit hour, including time spent on final exams, other final assessed activities, and all other in-class and out-of-class work. Courses need not include any final exam as long as combined in-class and out-of-class work totals at least 42.5 hours per credit hour. Thus, courses that require multiple assessments—whether in-class or out-of-class, whether or not including a final exam or other final assessed activity—meet the credit-hour requirements if all required in-class and out-of-class work, including assessments, totals at least 42.5 hours per credit.
 - b. **ARW Courses with In-class Meetings.** Instructional time for courses designated under Academic Rule 1.3, Section B, as ARW-designated courses will be scheduled in the same manner, based on the same presumption of additional work, as provided in Section A.3.a above, for non-ARW courses. However, students who opt to meet their ARW graduation requirement in the course by writing an 8,500-word “long paper” pursuant to the process described in Academic Rule 1.3, Section B, and students who have already satisfied their ARW graduation requirement but opt to write an additional long paper for the course, will earn an additional credit hour (i.e., three rather than two credit hours) to reflect the time spent researching and writing a long paper.

- c. **Hybrid, EJD, Blended Weekend, and Distance Education courses.** If a course is offered in the Hybrid, EJD or blended Weekend format, or if the course is otherwise a “distance education” course within the meaning of Academic Rule 1.6, Section G, the combined total amount of work required for the course (including assigned readings, recorded lectures, discussion boards, classroom hours, and written assignments) will be no less than 42.5 hours per credit hour. Professors teaching courses offered in the Hybrid, EJD or blended Weekend format, or any “distance education” courses, must demonstrate compliance with this standard by charting the work assigned in the course according to the guidelines provided by the law school’s instructional design department.
- d. **Clinics and Field Placements.** All clinic and field placement (externship and residency) courses require at least 45 hours of work per credit hour awarded, inclusive of time spent on casework and fieldwork, classroom time, time spent in supervision meetings, and time spent preparing for class. Students will track their time according to the policies and procedures developed by the Director of Clinics and Director of Externships.
- e. **Co-curricular Activities.** Academic credit will be awarded for work on a law review, journal, competition team, internship with a professor, or other co-curricular activity upon determination that the student has completed at least 45 hours of work per credit hour awarded. Students are responsible for tracking their time according to the policies and procedures that apply to the activity involved. Prior to submitting grades for co-curricular activities, faculty advisors, competition coaches, or supervising faculty members are responsible for verifying that each student has tracked sufficient hours to justify the award of academic credit to that student.
- f. **Independent Research.** Academic credit will be awarded for independent research upon determination that the student has completed a project of sufficient scope and complexity to require at least 45 hours of work per credit hour awarded. Students are responsible for tracking the time spent in researching, writing, and conferring with a faculty supervisor on an independent research project, and supervising faculty are responsible for verifying that the time expended by each student justifies the credit awarded. Independent research proposals should include information sufficient to demonstrate that the project will justify the award of credit proposed. It is presumed for planning and approval purposes that a proposal for a research paper will justify an award of credit as follows:

1 credit	1) At least 5,000 words, and 2) the judgment of both the faculty member supervising the Independent Research project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 45 hours researching and writing the paper and conferring with the student's faculty supervisor.
2 credits	1) At least 8,500 words, and 2) the judgment of both the faculty member supervising the Independent Research project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 90 hours researching and writing the paper and conferring with the student's faculty supervisor.
3 credits	1) At least 12,000 words, and 2) the judgment of both the faculty member supervising the Independent Research project and the faculty member who approves all Independent Research proposals that the project will require the student to spend at least 135 hours researching and writing the paper and conferring with the student's faculty supervisor. Three credits will be awarded only in rare circumstances.

This presumption applies at the time a proposal is approved and does not substitute for a demonstration that the time actually expended on the independent research project justifies the academic credit awarded.

B. Extracurricular Programming Required

All students matriculating in fall 2016 or later will be required, before they are permitted to graduate, to attend at least six total hours of extracurricular programming (i.e., programming that is not offered as part of any course taken for credit) designed to increase their awareness of how to be effective lawyers in a diverse world. Of the six total hours of such programming required before graduation, at least four hours of such programming must be completed in the student's 1L and/or 2L year. Events that would meet these requirements may be offered on campus, online, and/or off-campus (e.g., Elimination of Bias CLE events). Each student will be responsible for keeping records of each such event attended, including the title, location, duration, and sponsor of such event, as well as a brief description of its content. Students who transfer to MHSL must meet the requirements applicable to their anticipated graduating class, except that, if the timing of their transfer does not allow them to complete at least four hours of the required extracurricular programming before their 3L year, they may complete all of the required programming after their 2L year.

C. Limitation on Number of Non-Classroom Credits

A minimum of 64 credits must be from courses with regularly scheduled classroom instruction. Thus, no more than 19 credits (or 22 credits under the 86 credit requirement) can be applied toward graduation from field placements (including externships), moot court or other competitions, Law Review or Journal, independent studies, course exchanges or dual-degree courses, or any course for credit that is substantially based upon time expended outside a regularly scheduled class time at MHSL or another ABA-accredited law school. This does not apply to seminars or clinics that require a substantial classroom component, foreign study programs approved by MHSL or another ABA-accredited law school, or courses conducted by MHSL or another ABA-accredited law school in accordance with ABA standards for distance learning.

D. Minimum/Maximum Time to Complete Degree

A student must complete his or her J.D. Degree no earlier than 24 months and not later than 84 months after commencing law school studies, except in extraordinary circumstances. **Students who have not completed their course of study within 60 months must meet with the Dean of Students to develop a graduation plan that ensures completion within 84 months.**

If a student claims that s/he should be permitted to exceed the 84-month program limitation, the student must submit to the Dean of Students a complete and official transcript of all law school courses the student has taken and the grade the student received in each course. The student must also submit to the Dean of Students a written petition to exceed the 84-month program limitation. The Dean of Students shall provide the student's petition and transcript, along with a written assessment of the merits of the student's petition, to the Chairperson and members of the Academic and Student Affairs Committee. The Committee will deny the petition unless the Committee votes, whether in person or by email, to permit the student to exceed the limitation because the Committee has determined that the student has proved by clear and convincing evidence (i) that extraordinary circumstances permit an exception to the limitation, and (ii) that the conditions contributing to the extraordinary circumstances have been ameliorated sufficiently to allow the student to re-enroll. Per ABA Standard 311(b), Interpretation 311-2, if the Committee approves the petition, the law school shall place in the student's file a statement signed by an appropriate law school official explaining the extraordinary circumstances leading the law school to permit an exception to this limitation. Such extraordinary circumstances, for example, might include an interruption of the student's legal education because of an illness, family exigency, or military service.

E. Limitations on Credits Earned Outside the Law School

1. **Minimum credits to be earned at Mitchell Hamline School of Law:** To receive a J.D. degree from Mitchell Hamline School of Law, a J.D. student must earn at

Mitchell Hamline a minimum of half of the total credits required for graduation—43 credits under the 86 credit requirement; 42 credits under the 83 credit requirement.

2. **Limit on credits earned outside the law school by enrolled students:** While enrolled at Mitchell Hamline, students may earn no more than 15 credit hours toward the J.D. degree outside the law school. This limit includes credit hours from foreign institutions under [Academic Rule 1.08. Foreign Study](#), Section A or Section B; credits earned at other ABA-approved law schools as a visiting student under Section F below; and graduate-level courses taken outside the law school.
3. **Limits on credits earned in other graduate programs (non-law programs):** Students may earn no more than 6 credit hours toward the J.D. degree in graduate-level courses taken outside the law school, unless the credits are earned pursuant to a joint degree or dual degree agreement between Mitchell Hamline and a graduate program at another school.
4. **No credit prior to matriculation:** No credit will be awarded for course work taken prior to a student's first matriculation at any law school.

F. Credits Earned at Other Law Schools (Transfer of Credit)

Credit earned at other law schools may be transferred to a student's Mitchell Hamline School of Law record only with the approval of the Dean of Students. All regulations that apply to credits earned at Mitchell Hamline also apply to transfer credits.

Two types of credits earned at other law schools are regulated by this section: (1) credits earned while visiting another law school and (2) transfer credits earned prior to enrolling at Mitchell Hamline School of Law.

1. Regulations Applying to All Forms of Credit Earned at Other Law Schools
 - a. **ABA Approval.** Credits must be earned at an ABA-approved law school or an ABA- approved program sponsored by an ABA-approved law school.
 - b. **Minimum Credits at the Law School.** J.D. students must earn a minimum of 42 credits (if 83 credits are required for graduation) at Mitchell Hamline to qualify for a J.D. degree from Mitchell Hamline School of Law. Credits earned by legacy students at Hamline University School of Law or William Mitchell College of Law are considered Mitchell Hamline credits for purposes of this rule.
 - c. **Computation of Credits.** In most cases, Mitchell Hamline accepts the number of credits assigned by the school where the course was taken. Credits for courses taken at law schools on a quarter system are computed as follows: 1 quarter credit = 0.7 semester credit.
2. Regulations Applying to Credits Earned While Visiting Another Law School
 - a. **Advance Permission Required.** A student may petition the Dean of Students for permission to visit away (subject to the credit limits below). For spring and fall visits away, approval will be granted only when there is

- a compelling reason. Compelling reasons include things such as: military commitment, caring for a dependent child or a parent, or employment relocation of a spouse or life partner. The circumstances giving rise to the need to visit must go beyond convenience, financial considerations, or a desire to network in a different geographical area after graduation.
- b. **Completed “Transfer of Credit” form required prior to enrolling in courses.** Students who wish to receive credit for courses taken while visiting another law school must complete a [Transfer Request Form](#) prior to enrolling in courses. A student will not receive credit for a course that substantially duplicates coursework for which the student has already earned credit.
 - c. **Grades.** All grades earned by Mitchell Hamline students who visit other law schools are displayed on the transcript, but are not computed as part of the Mitchell Hamline grade point average or class rank. All courses taken must be letter graded and students must earn a grade of at least C (not C-) or its equivalent to receive transfer credit.
 - d. **Required Courses.** All required classes (see [Academic Rule 1.03. Curriculum Requirements](#)) must be taken at Mitchell Hamline School of Law. No credit will be awarded for courses taken elsewhere that substantially duplicate Mitchell Hamline required courses.
 - e. **Limits on Visiting Away.** The following limits apply to students visiting other law schools:
 - i. A maximum of 15 total credits earned at another school or schools may be applied to the Mitchell Hamline J.D. degree. This includes credits earned:
 - While visiting another school during a fall or spring semester; and/or
 - While attending a summer or J-term study-abroad program offered by another law school.

Credits earned through the three Minnesota law schools’ consortium program are treated as credits earned at MHSL and do not count toward the 15-credit maximum.

- ii. A maximum of 7 of the 15 total credits may be earned from J-term and/or summer courses at another school or schools, including study-abroad programs. For study-abroad programs offered by other law schools through the Consortium of Innovative Legal Education (CILE), the 7-credit limit will be waived, but all credits earned through a CILE school other than MHSL are counted toward the 15- credit cumulative maximum. A study-abroad program offered by Mitchell Hamline is not considered a visit away.

- iii. No student may take a course at another law school if the dates of the course overlap with any portion of a Mitchell Hamline session in which the student is enrolled, unless the student first gets advance permission from the Vice Dean for Academic and Faculty Affairs.
- iv. Attending Minnesota Law Schools:
- **Consortium Description:** Students may register for courses at the University of Minnesota Law School, or the University of St. Thomas School of Law, under the terms of the three Minnesota law schools' consortium agreement.
 - **Consortium Course Tuition:** For consortium courses, Mitchell Hamline students pay tuition to Mitchell Hamline. Consortium credits are counted in the student's course load for the purpose of determining full-time status, tuition and fees, etc.
 - **Consortium Course Limitations:** To qualify for consortium status, a course must not be offered during the academic year at the enrolling student's home school. Clinics, externships, internships, and independent studies do not qualify as consortium courses.
 - **Consortium Space Limitations:** Consortium status courses at each school must have space available after each school's initial add/drop procedures have been applied.
 - **Consortium Summer and J-term Exclusions:** Courses offered at any of the three Minnesota law schools during summer and January terms are excluded from consortium treatment. Students must petition to take summer and January term courses as visitors at the other school and pay tuition to the offering school. Summer and J-term courses taken at one of the other two Minnesota law schools are subject to and counted toward the maximum of 15 total credits that Mitchell Hamline students may earn at other law schools.
 - **Maximum Consortium Credits:** Students may not earn more than six consortium credits during their law school career.
 - **Eligibility for Consortium Courses:** Students must be in good standing at Mitchell Hamline School of Law to participate in the program.
 - **Consortium Student Policies and Procedures:** Students must abide by all rules of the visited school and are graded and evaluated by the visited school's standards.

- **Grades and Transfers:** The visited school awards grades and submits transcripts to the home institution. Consortium course grades appear on the transcript, but do not affect grade point averages.
- **Receipt of Transcript:** At the conclusion of the course, once grades have been posted, it is the student's responsibility to request that the other institution send an official transcript to Mitchell Hamline's Office of the Registrar. Upon receipt of the transcript from the other institution, credits are posted as transfer credits.
- **Consortium Courses:** All courses with space available when registration opens to consortium students are presumed to be eligible for the consortium agreement, except for those courses excluded above. Interested students should review online schedules to identify courses they would like to take.
- **Consortium Student Requests:** Consortium requests are processed through the home school's registrar.

G. Maximum Online Courses Permitted

Students may take up to 27 credits toward their J.D. degree through courses that are designated "distance education courses." Students may take up to 10 of those credits during the first one-third of their program of legal education. A distance education course is one in which students are separated from the faculty member or each other for more than one-third of the instruction and the instruction involves the use of technology to support regular and substantive interaction among students and between the students and the faculty member, either synchronously or asynchronously. Source: ABA Standard 306.

H. Administrative Requirements for Graduation

1. Mitchell Hamline School of Law must have a student's official undergraduate transcript on file from a student's degree-granting school not later than October 15 of the student's first year at Mitchell Hamline. The transcript must reflect the conferral of a bachelor's degree, unless an exception has been made allowing the student to matriculate without earning a bachelor's degree. Transcripts reported by the Law School Data Assembly Service (LSDAS) will fulfill this requirement if it reflects the conferral of a bachelor's degree. Failure to meet this requirement will result in administrative withdrawal from the school.
2. If a student received Title IV student loans (Federal Perkins, Direct Student loan, or Federal Stafford, Federal Unsubsidized Stafford, and/or Federal SLS programs), the student must complete an on-line financial aid exit interview.

3. If a student received a Federal Perkins or Direct Student loan, the student also must complete an on-line exit questionnaire.
4. All tuition, fees, and other charges owed to the law school must be paid in full.
5. In accordance with the directive from the American Bar Association, the Office of Career and Professional Development requires return of an on-line completed employment survey.

I. Note Regarding Diplomas

Students must complete their employment survey through the Career and Professional Development Office prior to receiving a diploma. If you complete your degree requirements in a semester with a commencement ceremony (fall or spring), the degree conferral date on your diploma will be the day of commencement regardless of your participation in the commencement ceremony. If you complete your degree requirements in a term without a commencement ceremony (J-term or summer), the degree conferral date on your diploma will be the last day of the term.

[1] Note that a course that requires less than 500 (2/3 of 750) minutes or 8.375 (2/3 of 12.5) hours of in-class work per credit hour is a “distance education” course. Students may count no more than 27 credits in distance education courses toward their law degree and no more than 10 of those credits during the first one-third of their program of legal education. See Graduation Requirements, Section G, Maximum Online Courses Permitted.

[2] Courses that are not designated under Chapter 3, Section 2.B, as advanced research & writing (ARW) courses.

1.07. Registration; Add/Drop; Withdraw: Extensions

A. Course Add and Drop/Withdrawal

Adding a course: Upper division J.D. students and LL.M. students may always add a course within the first week of classes. First-year J.D. students may not add courses other than the required first-year courses. Students may not add a course after the term has ended unless the Dean or his/her designee determines that there are extraordinary circumstances that justify such an addition.

Dropping/withdrawing from a course: Students may drop a class before the drop deadline published in the academic calendar unless the instructor imposes a more stringent requirement. If a course is dropped prior to the deadline, no “W” will appear on the student’s transcript and no permission is required. Students may withdraw from courses after the drop-add period with the permission of the Vice Dean for Academic and Faculty Affairs. If a student withdraws from a class after the drop deadline, a “W” will be recorded on the student’s transcript. J.D. students cannot drop a required course without the permission of the Vice Dean for Academic and Faculty Affairs.

First-year students wishing to withdraw from a required course must speak with the Dean of Students.

B. Registration Priority

Registration priority is based on the sum of earned credits plus the attempted credits in the semester during which registration is held. Generally, students with the highest credit totals are given the opportunity to register before those with fewer credits. In cases where there are large numbers of students with equal credit totals, registration priority will be based on a tie-breaker system administered and announced by the Office of the Registrar.

Exceptions to this rule include courses for which students are preregistered, such as required courses for 1L students and preregistration course packages for 2L part time students.

Students enrolled in the weekend program or part-time evening program will receive priority to register for specific courses that are designated at the time of registration.

C. Pre- and Co-Requisites

Registration for some courses requires a student to complete one or more prerequisites or to take a course concurrently. A student must abide by these requirements unless the instructor waives the requirement. Before registering for any course, the student must

obtain a waiver from the instructor and inform the Registrar, who will then assist in the registration process. Any student who elects to take a course without the required prerequisite and/or co-requisite course(s) does so at their own risk. Lack of prerequisite and/or co-requisite course(s) will not be considered as a factor in administering any Mitchell Hamline School of Law policies.

D. Course Cancellations

Mitchell Hamline School of Law reserves the right to cancel a course on or before the first day of classes due to insufficient enrollment or other compelling circumstances. Students enrolled in the canceled course are notified of the cancellation by e-mail.

E. Auditing a Course

A student who audits a course receives no credit or grade for the course. Students may not audit skills courses or clinics. Course requirements for auditors are set by the instructor. All financial and academic regulations that apply to a credit course also apply to an audited course.

A student who audits pays the same tuition as one taking the course for credit except in the following instances: (1) if the audit credits plus the graded credits put the student in the full-time tuition bracket (12 credits or more), the student is charged \$500 per-credit for those audit credits that exceed 11 credits; and (2) if the audit credits plus the graded credits put the student in the part-time bracket (8- 11 credits), the student is charged \$500 per credit for those audit credits that exceed 7 credits.

F. Registration Credit Restrictions

Fall, Spring, and Summer Semesters:

- a. Maximum: 15 credits, but students who want to register for more than 8 credits in the summer semester must get advance permission from the Vice Dean for Academic and Faculty Affairs, and in no event may a student register for more than 10 credits in the summer semester.
- b. Minimum: 8 credits except in summer and in a student's final semester. The Vice Dean for Academic and Faculty Affairs may grant students a one-time exception to the 8-credit minimum for extraordinary circumstances.

J-Term: Maximum: 3 credits

G. Incomplete Grades

Incomplete grades are issued only with the permission of the instructor. This may include the case of a clinic student who receives a grade of incomplete because s/he has been working on a clinic matter that has not yet been resolved and on which s/he will continue working into the next semester. The instructor determines the new due date,

but the new due date may not be deferred later than the end of the following academic semester. If the instructor approves an extension and grade of incomplete (“I”), the student must submit a “Request for Extension and Temporary Grade of Incomplete” form, signed by the instructor, to the Office of the Registrar. If a student fails to complete the required course work by the new, extended due date, the student will be administratively withdrawn from the course (withdrawal not in good standing), after notice to the student and the instructor, unless the instructor chooses to enter a grade.

This rule applies to all MHS� courses, including externships, clinics, and independent projects.

H. Registration for First-Year Students

The law school assigns first-year students to sections and registers them for courses. First year students may not register for courses other than required first year courses. This limitation includes, but is not limited to independent research and J-term courses.

I. Registration for Upper Class Students

Upper-class students obtain registration materials on the web. Registration for fall and summer semesters is in April. Registration for spring semester and J-term is in November. Upper-class students may register for courses through the first full week of classes via their Student Records Login, unless indicated otherwise on the online schedule.

J. Retaking a Course

A student will not receive credit for any course in which s/he receives a failing grade (a grade of “F”). A student must retake any required course in which s/he earns an “F”. A student may choose to retake any other course for which s/he received a failing grade. Both the “F” and the repeat grade will be computed as part of the student’s grade point average. Both grades will appear on the student’s transcript. A student may not retake for credit a course in which s/he did not receive a failing grade.

K. Withdrawing from Law School

An official withdrawal from the law school is processed by the Dean of Students. It is the responsibility of the student to ensure that his/her withdrawal request has been approved and processed. The last date for which tuition is charged is the last date of attendance or the date when the student initially contacts the Dean of Students or his/her designee. The Dean of Students communicates the official withdrawal date to the Finance Office. Students who withdraw from the law school must petition the Admissions Committee for readmission if they wish to return

A student may be withdrawn from the law school if he or she fails to register for at least one credit of coursework for two semesters (fall or spring) consecutively.

If, at the time of withdrawal, a student's payments exceed the amount of tuition liability, the Finance Office will use the overpaid amount to reduce any financial aid awarded before returning any funds to the student.

Students who plan to withdraw are strongly advised to contact the Finance Office (to discuss student account balance) and the Financial Aid Office (to discuss federal loan repayment requirements/option) to ensure a complete understanding of the financial effect of the withdrawal.

For additional information, see the Tuition and Title IV Refunds page in this Catalog.

L. Leave of Absence

The Dean of Students may grant a student a leave of absence due to personal circumstances for up to one academic year. In some circumstances, an extension beyond one year may be approved. A student must petition the Dean of Students in writing for a leave of absence or for an extension of a previously approved leave of absence. After one year or the expiration of an extension, a student on leave will be withdrawn from the law school. The time that a student is on leave will be calculated as part of the 84 months allowed to earn a J.D. Students on leave from the law school are not considered enrolled for financial aid purposes, and their student loans may enter repayment during a leave of absence. Students concerned about the effect of a leave of absence on student loans should contact the Financial Aid Office.

1.08. Foreign Study

A. Independent Study Abroad and ABA-Approved Study-Abroad Programs

An independent study abroad program undertaken at a foreign law school provides an excellent opportunity for students to expand their knowledge of comparative and international legal issues. Credits for an independent study abroad program are governed by the rules of Mitchell Hamline School of Law and by the American Bar Association (ABA) Criteria for Accepting Credit for Student Study at a Foreign Institution. The law school works with students to assist them in developing a viable plan.

Requirements:

1. Students who have completed their first year or, if part-time, the equivalent, may submit applications for independent study abroad programs. Generally, students should complete all of their required courses at the law school before seeking to study abroad, so students are generally in their third or fourth year before undertaking this independent study program. There may be some exceptions to this and students who have not completed all required courses should schedule an initial consultation with the Dean of Students.
2. The maximum number of credits a student may earn at a foreign institution is governed by section B below. Credits earned abroad may not be used to satisfy Mitchell Hamline graduation requirements.
3. Students must be in good standing to register for a study abroad program.
4. Credit is given for grades earned of "C" or better, "Pass" or the equivalent. Grades that satisfy criteria set forth in the Catalog may be transferred to Mitchell Hamline.
5. If instruction is to be done in a language other than English, students must be fluent in the language of instruction at the foreign institution.
6. Students who are interested in pursuing a study abroad program must consult the Dean of Students prior to seeking approval (see 7 below). In addition, students must consult the respective program web page for information regarding courses, cost, withdrawal, faculty, travel, housing, insurance, financial aid, country information, passports and visa requirements.
7. Students must receive pre-approval from the Mitchell Hamline Vice Dean for Academic and Faculty Affairs before beginning any independent study abroad program. Courses taken or completed before approval is granted will not transfer to Mitchell Hamline.
8. For your information, consult the [ABA Criteria for Accepting Credit for Student Study at a Foreign Institution](#).

Application Process

Students need to apply no later than the beginning of the semester prior to the time they seek to attend the foreign program, approximately four months in advance – the earlier the better.

For more information regarding independent study abroad opportunities and how to draft a proposal for your course of study abroad, contact the Dean of Students.

In general, students pay the tuition and fees applicable to the foreign institution and do not pay tuition and fees at Mitchell Hamline for the credits earned abroad. In addition to the tuition and fees charged by the foreign institution, a study abroad administrative fee will be charged to all Mitchell Hamline students pursuing an independent study abroad.

Academic Advising

A full-time Mitchell Hamline law school faculty member and one professor from the foreign institution must supervise the student's course of study.

Financial Aid

Financial aid availability for Study Abroad/Off-campus programs during summer, fall or spring is based on the number of credits approved by MHSL Registrar for the course of study. Fall or spring semesters require a minimum of 6 credits; summer requires 2 credits. J-term study abroad financial aid eligibility has no credit minimum, but requires 6 credit minimum registration in either the preceding fall or following spring semester. The Study Abroad financial aid budget is based on estimated and actual costs for the program which are determined by the host school and communicated directly to the MHSL Financial Aid Office.

MHSL scholarships cannot be applied to any study-abroad program charges and are not portable to other schools. Early termination of your study-abroad program may require financial aid repayment. Please contact the Financial Aid Office for additional details and instructions.

Other Important Consideration and Helpful Hints

Students are strongly advised to begin the application process as early as possible, as it requires approval from several parties; this task is lengthy and time-consuming.

Students need to develop a reliable contact and gain permission from a full-time professor at the host foreign law school. It is wise to develop a specific contact at the foreign university who is able to answer questions regarding the intended course of study.

ABA Approved Foreign Programs

As another option, students may earn “transfer credits” towards their J.D. by participating in a study- abroad program offered by any ABA-approved law school. There are many such programs, located around the world, which are run by ABA-approved U.S. law schools. Some of these programs are offered in the summer and some are offered for one semester or longer. It is the student’s responsibility to demonstrate that the proposed program complies in all respects with ABA standards.

Mitchell Hamline offers several such programs in collaboration with the Consortium for Innovative Legal Education (CILE). Current summer programs exist in England, Chile, Czech Republic, Ireland, the Netherlands, and Malta. Semester-long programs exist in Denmark and the Netherlands.

See the American Bar Association website for a complete [list of ABA-approved schools](#).

B. Educational Opportunities at Foreign Institutions

The faculty of Mitchell Hamline School of Law recognizes that study of the legal systems and cultures of other countries enhances students’ legal education. For example, MHSL students have the option of participating in law programs offered by any ABA-approved law school as well as in programs offered in collaboration with the Consortium for Innovative Legal Education (CILE). In addition to these programs, the law school will provide a limited number of students the opportunity to participate in available educational opportunities at foreign institutions that will enhance the students’ legal education, subject to the following criteria:

1. Students in good standing at the law school may spend no more than two semesters of study at any foreign institution after successful completion of two semesters in the law school.
2. A proposed course of foreign study must be approved in advance by the Vice Dean for Academic and Faculty Affairs and must comply with the [American Bar Association Criteria for Accepting Credit for Student Study at a Foreign Institution](#) (the ABA Criteria).
3. Students may earn no more than 15 credit hours toward the J.D. degree from foreign institutions.
4. In order to count credit hours earned under this rule toward the J.D. degree, students must earn grades of the equivalent of C or higher. Credit hours will be applied towards the J.D. degree on a pass-fail basis, and grades earned will not be reflected in a student’s GPA or class rank.
5. A full-time faculty member at the law school familiar with the course of study at the foreign institution must act as sponsor of the student’s foreign study.
6. Courses taken at a foreign institution do not fulfill courses required for graduation.

7. Credit will be given only for approved academic coursework at foreign institutions, and not for foreign externships.
8. Ordinarily, foreign courses of study will be approved only at institutions with which Mitchell Hamline School of Law has an existing working relationship.
9. Student study at foreign institutions must comply with all other rules promulgated from time to time by the law school administration for purposes of compliance with the ABA Criteria.

Policies

Character and Fitness: Amendments and Updates

A. Qualifications for Admission to the Bar

In addition to a bar examination, there are character, fitness, and other qualifications for admission to the bar in every U.S. jurisdiction. Applicants are encouraged to determine the requirements for any jurisdiction in which they intend to seek admission by contacting the jurisdiction. Addresses for all relevant agencies are available through the [National Conference of Bar Examiners](#).

Please note that violations of law may also be within the jurisdiction of the Student Code of Conduct.

B. Application Amendments

An amendment is a disclosure that should have been made when initially applying for admission to the law school. In the law school application, all students are asked to provide information related to their character and fitness to practice law, including information about whether they have ever been charged with the violation of any law, **including traffic laws**. (Paid parking tickets are excluded.) Students must disclose this requested information even if the charges were dismissed, they were acquitted, the conviction was stayed or vacated, the record was sealed or expunged, or they were a juvenile.

A student who determines that an amendment to his or her application is required must complete the online [Application Amendment form](#). Amendments must include the details of the incident(s) that were not initially disclosed, relevant dates, disposition, and the reason(s) for not disclosing the information initially.

In the case of both Amendments and Updates, the burden is on the student to ensure that the amendment or update has been received and responded to by the law school.

C. Student Record Updates

Updates to student records apply to incidents that occur after initial application to the law school. A student is required to update their student record if, after applying to Mitchell Hamline School of Law, and during their legal education, an incident occurs that would have had to have been reported under one of the conduct questions on the Application for Admission. There are two exceptions to this obligation to update the

school: (1) parking violations do not need to be reported; and (2) moving violations that do not involve drugs or alcohol do not need to be reported.

Note: Parking or moving violations that indicate a pattern of conduct should be disclosed. Generally, a single incident during your law school career falls within the exceptions; however, students are advised to notify the Dean of Students if they have any doubts.

Students who need to disclose incidents covered by the above must complete the online [Student Record Update form](#) and include the details of the update (including relevant dates, dispositions, etc.).

In addition to the requirement of disclosing an incident that has occurred after enrollment has commenced, the law school highly recommends discussing the incident(s) with the Dean of Students (Student Services – Room 119). Doing so allows the School to provide counseling and advice on resources and steps to consider taking. Some infractions or patterns of infractions may have an effect on bar admission. We encourage visiting with the Dean of Students about all infractions, and **highly recommend** you visit with the Dean of Students when an infraction(s):

- Involves alcohol or drugs;
- Represents a pattern of conduct (including parking or moving violations);
- Involves dishonesty; or
- Involves any incident that may call into question the ability of the student to meet the essential eligibility and character and fitness requirements required for licensure in most jurisdictions. As an example, see Rule 5 of the [Minnesota Rules for Admission to the Bar](#)

In the case of both Amendments and Updates, the burden is on the student to ensure that the amendment or update has been received and responded to by the law school.

Disability Discrimination Grievance Process Policy

Mitchell Hamline School of Law (MHSL) is committed to ensuring equal educational opportunities for all qualified students in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 and does not discriminate on the basis of disability in the administration of its education-related programs and activities

Mitchell Hamline School of Law has adopted this Disability Discrimination Grievance Process Policy to provide prompt and equitable resolution of grievances alleging action prohibited by the ADA and/or Section 504.

Any student who believes that they have been subjected to discrimination on the basis of disability or have been denied access or accommodations required by law, shall have the right to a prompt and equitable consideration of their concerns through this Disability Discrimination Grievance Process Policy. This Policy addresses the following concerns:

- Disagreements or denials regarding disability designation and status.
- Denial of requested accommodations, auxiliary aids, and/or services.
- Claims of inaccessibility of any a MHSL program, activity, or facility.
- Alleged harassment or discrimination on the basis of a disability by MHSL or any of its staff and faculty.

The Disability Discrimination Grievance Process Policy is not intended to supersede other Mitchell Hamline School of Law policies and procedures which may exist for addressing alleged violations of the ADA and/or Section 504, or other issues for which separate policies and procedures exist.

For concerns of harassment or discrimination by another student, please refer to the Non-Discrimination and Non-Harassment Policy in the MHSL College Catalog.

The Policy requires a two-step process: 1) a Preliminary Grievance; and 2) if desired, a Formal Grievance.

A. Preliminary Grievance Process

Prior to initiating a formal grievance process, students must first attempt to resolve their grievance, academic or otherwise, through a preliminary grievance process. Under

this preliminary process, the Assistant Director of Disability and Student Services can directly address a particular concern using the appropriate MHSL policies or procedures.

Students may initiate the preliminary grievance process by submitting in person, by mail, and/or by email the Preliminary Disability Discrimination Grievance Form to the Assistant Director of Disability and Student Services promptly after the alleged discriminatory action occurs (if possible). The Assistant Director of Disability and Student Services will review the grievance and provide a response in writing within 10 working days.

Please Submit [Preliminary Disability Grievance Forms](#) to:

Assistant Director of Disability and Student Services
Mitchell Hamline School of Law
875 Summit Avenue
St. Paul, Minnesota 55105
shammah.bermudez@mitchellhamline.edu
Phone 651-695-7700

Note: If your grievance is against the Assistant Director of Disability and Student Services, please instead submit the following Form to the Dean of Students.

B. Formal Grievance Process

If the student is dissatisfied with the outcome of the preliminary grievance process, they may initiate the formal grievance process by submitting the formal grievance via a written report within sixty (60) days of the alleged incident or thirty (30) days after the end of the preliminary process, whichever is later.

The student must submit in person, by mail, and/or by email a written report of relevant information and any related materials to the Assistant Director of Disability and Student Services,¹ who will promptly review the information and related materials and forward them to the Dean of Students or designee for a prompt and equitable review:

¹ Unless the grievance specifically relates to conduct by the Assistant Director of Disability and Student Services, in which case the information will be provided directly to the Dean of Students, who shall in turn review the grievance.

Lynn LeMoine
Dean of Students
Mitchell-Hamline School of Law
875 Summit Avenue
St. Paul, MN 55105
Phone: 651-290-8642
Fax: Fax: 651-290-7538
lynn.lemoine@mitchellhamline.edu

The student's formal grievance written report must clearly state:

- The name, address, and phone number of the student.
- The name(s) of the individual(s) (if any) alleged to have engaged in the discriminatory conduct and any potential witnesses.
- The dates of and location(s) at which the alleged discriminatory conduct occurred.
- The basis and rationale for the grievance.
- The specific facts and/or policies supporting the student's position.
- The remedy and resolution desired by the student.

The Dean of Students or designee will:

- Undertake a prompt and equitable investigation.
- Interview all parties and obtain potentially relevant documents, information and names of witnesses.
- Interview witnesses as deemed necessary and secure any relevant documentation (such as notes, emails, pictures, grades, etc.) and information.
- Respect privacy to the extent possible. Students must understand that the MHSL cannot guarantee absolute confidentiality because it cannot conduct an effective investigation without revealing certain information to witnesses or respondents.
- Retain the right to utilize and inform persons who may have a need to know the information obtained during the investigation for legitimate institutional purposes.
- Abide by Federal/State laws and MHSL policies when reviewing the grievance.
- Act as an impartial fact finder in the matter.
- Absent unusual circumstances, render a written decision no later than thirty (30) days after receiving the student's grievance, determining by a preponderance of the evidence (more likely than not) whether the student's grievance is supported by the evidence provided.

C. Appeal Process

Students who are dissatisfied with the decision issued by the Dean of Students or designee after the formal grievance process can request an appeal of the decision. The request for an appeal must be made in a written report that includes or attaches all relevant information.

An appeal may only be pursued on the following grounds: 1) the appealing student has material new evidence that was not previously available that would alter the underlying decision; 2) the appealing student has objective evidence of bias on the part of the prior decision maker; or 3) the appealing student has material evidence indicating that the prior decision was arbitrary and capricious.

Any appeal must be submitted within five (5) business days of issuance of the decision being appealed and must be submitted in person, by mail, and/or by email to the Vice-Dean of Academic and Faculty Affairs:

Kate Kruse
Vice Dean for Academic and Faculty Affairs
Mitchell Hamline School of Law
875 Summit Avenue
St. Paul, MN 55105
kate.kruse@mitchellhamline.edu

Absent unusual circumstances, a written decision will be issued within twenty (20) business days after receipt of the request for an appeal. The decision of the Vice Dean of Academic and Faculty Affairs is final. The decision could be any of the following: 1) upholding the prior decision, with a brief rationale; 2) reversing the prior decision, with a brief rationale; or 3) sending the matter back to the underlying decision maker for further investigation, with a brief rationale.

A student only gets one appeal for a particular grievance.

Please note that filing a grievance under this Policy does not preclude or negate an individual's right to file an ADA or Section 504 complaint with the U.S. Department of Education Office of Civil Rights.

OCR Office for Minnesota is located at:
Chicago Office
Office of Civil Rights
U.S. Department of Education
John C. Kluczynski Federal Building
230 S. Dearborn Street, 37th Floor

Chicago, IL 60604
Telephone: 312-730-1560
Fax: 312-730-1576
Email: ocr.chicago@ed.gov

D. Non-Retaliation

Mitchell Hamline School of Law strictly prohibits retaliation against any individual who files or otherwise participates in the investigation of a disability-related grievance. A student who believes that they have been retaliated against for filing or otherwise participating in the investigation of a grievance shall submit in person, by mail, and/or by email a written report of relevant information and related materials to the Assistant Director of Disability and Student Services.

If the individual's non-retaliation grievance pertains to the Assistant Director of Disability and Student Services, the individual shall submit in person, by mail, and/or by email a written report of relevant information and any related materials to the Dean of Students.

Hate Crimes and Bias Incidents Policy

A. Policy

Mitchell Hamline School of Law (the “Law School”) is committed to creating an environment that advances equal opportunity in which all faculty, adjunct faculty, staff, and students can work and learn in a safe and discrimination-free atmosphere. The Law School does not tolerate acts of discrimination or harassment for reasons of actual or perceived legally protected classes of individuals. The Law School strictly prohibits hate crimes and bias incidents and encourages victims of those actions to report those incidents. Such incidents will be investigated. Any person who violates this policy will be subject to disciplinary action, up to and including termination/dismissal.

B. Definitions

Hate Crimes are criminal acts—or attempted criminal acts—against an individual or group of individuals because of their actual or perceived race, color, creed, religion, national origin, sex/gender, gender identity, gender expression, marital status, age, disability, status with regard to public assistance, sexual orientation, or veteran status or any other protected classes defined by law. The Minnesota Legislature has determined that, if certain crimes are perpetrated because the victim falls within a protected class, then the perpetrator will face heightened penalties. Hate crimes under state law include Crimes in three specific groupings: criminal damage to property, assault, and harassment/stalking. In addition, under federal law, the Law School is obligated to record and report instances of crimes of murder; sex offenses, forcible or nonforcible; robbery; aggravated assault; burglary; motor vehicle theft; manslaughter; arson; larceny-theft; simple assault; intimidation; and destruction, damage, or vandalism of property and any other crimes involving bodily injury to another person in which the crime was committed because of actual or perceived race, gender, religion, national origin, sexual orientation, gender identity, gender expression, ethnicity, or disability of the victim. A hate crime is both a violation of law and a violation of campus policy.

Bias Incidents are hate-motivated expressions against property, an individual, or a group of individuals based on the perpetrator’s bias regarding the victim’s actual or perceived legally protected class. Bias incidents include expressions of all kinds, including words, actions, signs, or symbols, which are done because of the perpetrator’s bias regarding a particular protected class and which result in fear, anger, or alarm. Bias incidents are bias incidents, even if they are presented as “jokes.” All hate crimes are bias incidents, but not all bias incidents are hate crimes. Although they are not all hate crimes, bias incidents and their consequences are serious and should be reported. A bias incident is a violation of campus policy.

C. Reporting

Reporting hate crimes or bias incidents: If you believe that you are the victim of a hate crime or have been physically threatened, or if you believe you have witnessed a hate crime or have witnessed someone being physically threatened, whether on or off campus, call 9-1-1 or Campus Security. You may make this call anonymously. Campus Security is available by calling 651-290-6330 or 612-224-8763. Bias incidents should be reported to Campus Security or to Christine Szaj, Title IX Coordinator at 651-290-6362; Lynn LeMoine, Assistant Title IX Coordinator and Dean of Students at 651-290-7668; Director of Human Resources at 651-290-6322; the Vice Dean for Academic and Faculty Affairs; or the President and Dean.

Retain Evidence: If you feel that you are the victim of a hate crime or bias incident, please remember to include as much detail as possible in your report. For example, make a record of where and when the incident occurred, document the identities or descriptions of people who you were with, document the names of any additional witnesses, and document any and all information about the perpetrators. Retain any physical evidence, including any photos of messages, text messages, or evidence of other communications.

The Law School prohibits retaliation against individuals who report hate crimes or bias incidents, who assist others in making such reports, or who participate in resulting investigations.

Acts of discrimination or retaliation can result in **disciplinary action**, up to and including termination of employment or expulsion from the Law School.

D. Questions

Please contact Christine Szaj, Title IX Coordinator at 651-290-6362; Lynn LeMoine, Assistant Title IX Coordinator and Dean of Students at 651-290-7668; Director of Human Resources at 651-290-6322; the Vice Dean for Academic and Faculty Affairs; or the President and Dean.

Non-Discrimination and Non-Harassment Policy

Mitchell Hamline School of Law (the “School”) is committed to providing a working and learning environment that maximizes the potential of each student, faculty member and staff member.

Discrimination or harassment of any sort interferes with that environment. Therefore, discrimination or harassment on the basis of actual or perceived race, color, creed, religion, national origin, sex/gender, gender identity, gender expression, marital status, familial (or parental) status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status or any other protected class defined by law (“discrimination or harassment”) is prohibited and will not be tolerated. Retaliation against a person who reports or complains about discrimination or harassment, or who participates in or supports the investigation of a discrimination or harassment complaint, is also prohibited and will not be tolerated.

Any member of the Mitchell Hamline community found to have violated this policy is subject to disciplinary or corrective action, up to and including termination or expulsion.

Additional resources regarding non-discrimination and harassment include the School’s Sexual Misconduct Policy for Students and the School’s Sexual Misconduct Policy for Employees and Third Parties, located at [Handbooks and Policies on The Summit](#).

A. Definitions

Discrimination occurs when an individual is treated adversely or differently because of that person’s actual or perceived race, color, creed, religion, national origin, sex/gender, gender identity, gender expression, marital status, familial (or parental) status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status or any other protected class.

Harassment includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, creed, religion, sex, age, national origin, disability, marital status, sexual orientation, status with regard to public assistance, membership or activity in a local commission, or any other protected class status defined by applicable law and that:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive working or educational environment; or
2. Has the purpose or effect of unreasonably interfering with an individual’s work or educational performance; or
3. Otherwise adversely affects an individual’s employment or educational opportunities.

Some examples of conduct that may constitute discrimination or harassment include the following:

1. Failure or refusal to hire, train or promote because of an individual's protected class status; or
2. Limiting salary increases because of protected class status; or
3. Disciplining or terminating an individual because of protected class status; or
4. Treating an individual adversely in any other respect because of protected class status; or
5. Epithets, slurs, threatening or intimidating acts, including written or graphic material directed to an individual because of protected class status; or
6. Written, verbal or physical acts directed to an individual because of protected class status that purport to be jokes or pranks.

B. Reporting Procedure

If a student, faculty member or staff member believes that he or she has been discriminated or harassed by another student, faculty member, staff member or any other person whom the student, faculty member or staff member encounters in the course of employment or education, or if a student, faculty member or staff member observes discrimination or harassment, the individual should immediately report the conduct as follows:

1. **Students:** To the Dean of Students (Lynn LeMoine, 651-695-7668), Title IX Coordinator (Christine Szaj, 651-290-6362), Vice Dean for Academic and Faculty Affairs (Kate Kruse, 651-695-7660), or President and Dean (Peter Knapp, 651-290-6423). Anyone who receives a report or complaint of discrimination or harassment regarding a student should immediately report it to the Vice Dean for Academic and Faculty Affairs.
2. **Faculty and Staff:** To the Director of Human Resources (Andrea Bien, 651-290-6322), Title IX Coordinator (Christine Szaj, 651-290-6362), any member of the school's leadership, or President and Dean. Anyone who receives a report or complaint of discrimination or harassment regarding a faculty or staff member should immediately report it to the Director, Human Resources.

Complaints of discrimination or harassment involving the President and Dean should immediately be reported to an Officer of the Board of Trustees.

Students or employees with questions or who wish to file a complaint concerning sexual misconduct, sexual harassment, sexual intimidation, sexual exploitation, or sexual violence based on any of the above protected classes, may do so using the [online reporting form](#) or may contact the School's Title IX Coordinator, Christine Szaj, at christine.szaj@mitchellhamline.edu, (651-290-6362). Additional resources for complaints regarding sexual misconduct include the School's Sexual Misconduct Policy

for Students, and the School's Sexual Misconduct Policy for Employees and Third Parties, located at [Handbooks and Policies on The Summit](#).

If a complaint is made to anyone else, the complainant risks the possibility that it will not come to the attention of the appropriate management and, therefore, may not be acted upon.

If the discrimination or harassment reoccurs, it should immediately be reported to any of the individuals listed above. The School does not tolerate any retaliation or intimidation directed towards anyone who makes a complaint or report of discrimination or harassment or who participates in the investigation of a complaint. The Reporting Procedure described above should also be used if an employee believes he or she has been subjected to prohibited retaliation or intimidation.

C. Investigation of Complaint

Every complaint or report of discrimination or harassment made to any individual listed above will be investigated. A complaint will be investigated by (a) the Dean or the Dean's designee; or (b) an individual who is not an employee of the School, who may be retained by the School for the purpose of investigating complaints of harassment, and who has experience and expertise in conducting investigations ("Consultant"); or (c) a combination of the above. If the investigation is commenced by the Dean or the Dean's designee, the investigation may be referred to the Consultant at any point in time. Reasons for referral could include, but are not limited to, the scope or complexity of the investigation or a perceived or actual conflict of interest.

The timing and specific nature of the investigation of any complaint will be determined by the investigator. Although investigations will be conducted with sensitivity to confidential issues, investigative information will be communicated as appropriate to those with a need to know. Because the circumstances of every complaint are different, discretion and flexibility will be utilized in conducting an appropriate investigation of each complaint.

If the investigation is commenced or completed by the Consultant, a written fact-finding report will be prepared upon completion of the investigation. This report may summarize information as appropriate. The Dean or the Dean's designee will review the report, may conduct additional fact-finding, and will determine whether it appears this policy has been violated.

D. Disciplinary or Corrective Action

If it appears that a violation of this policy may have occurred, timely and appropriate disciplinary or corrective action will be taken as follows:

1. A faculty or staff member found to have committed a violation of this policy may be subject to a broad range of consequences, up to and including termination of employment. If necessary, a matter will be referred to the appropriate disciplinary authority as required by School policy and by existing agreements with the faculty to determine what corrective action is appropriate.^[1]
2. A student found to have committed a violation of this policy may be subject to a broad range of consequences up to and including expulsion, suspension, or other appropriate action.

If it appears that the safety or security of the School or of an individual member of the community may be jeopardized, the Dean or the Dean's designee may take immediate action to prevent the occurrence or reoccurrence of discrimination or harassment.

E. No Reprisal

There will be no retaliation against any good faith complainant or reporter of discrimination under this policy, nor against any person who participates in an investigation. The School will investigate complaints and take appropriate action against any employee who retaliates against any person who makes a good faith report; who testifies, assists, or participates in an investigation; or who testifies, assists or participates in a process relating to the report. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Appropriate action may include disciplinary or corrective action, up to and including termination or expulsion.

In addition, neither the School, nor any officer, employee, or agent of the school may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individuals for exercising their rights to avail themselves of the School's grievance procedures.

F. Questions

Please direct any questions to the appropriate office:

Staff – Human Resources, Title IX Coordinator or any member of the leadership team;

Faculty – President and Dean, Vice Dean for Academic and Faculty Affairs, or Human Resources;

Students – Dean of Students, Vice Dean for Academic and Faculty Affairs, any Dean/Associate Dean, or President and Dean.

G. Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include, but are not limited to, contacting the following agencies:

[Equal Employment Opportunity Commission](#)

1-800-669-4000

info@eoc.gov

[U.S. Department of Education Office for Civil Rights](#)

1-800-421-3481

ocr@ed.gov

[1] The discipline of tenured faculty members shall be consistent with the School's Tenure Code.

Sexual Misconduct Policy for Students

I. Purpose and Notice of Non-Discrimination

It is the policy of Mitchell Hamline School of Law (“School”) to maintain an environment free from the physical and emotional threat of Sexual Misconduct, including but not limited to Sexual Harassment, Sexual Intimidation, Sexual Exploitation, Domestic Violence, Sexual Assault, Stalking, Dating Violence, and all other forms of Sexual Violence, including but not limited to when these crimes are based on actual or perceived race, color, creed, religion, national origin, sex, gender, gender identity, gender expression, marital status, familial (or parental) status, disability, status with regard to public assistance, sexual orientation, age, family care leave status or veteran status, membership or activity in a local human or civil rights commission, or any other protected class defined by law. The School prohibits all forms of Sexual Misconduct against Employees and Students. For Complaints regarding any forms of harassment or Discrimination besides Sexual Harassment and Sexual Misconduct, please see the School’s Non-Discrimination and Non-Harassment Policy.

The School is committed to investigating, resolving, and preventing all Complaints of Sexual Misconduct—whether formal or informal, verbal, or written—including when those acts are based on a Student’s actual or perceived protected class status, and the School will discipline or take appropriate action against any Employee, Student, or—when applicable—Third-Party who violates this policy. The School will investigate and, when appropriate, will conduct prompt, fair, and impartial investigation proceedings for Complaints of all Sexual Misconduct, including but not limited to Dating Violence, Domestic Violence, Sexual Assault, and Stalking.

If a School investigation reveals that Sexual Harassment created a hostile employment or educational environment, the School will take prompt and effective steps to end the harassment, eliminate the hostile environment, prevent the harassment from recurring and, when appropriate, remedy the effects of the hostile environment.

Any Student who needs a reasonable accommodation to make or respond to a Complaint, or engage in any other activity detailed in this policy, may contact the Title IX Coordinator or a Deputy Title IX Coordinator to request an accommodation. Any Student who is found to have violated this policy is subject to disciplinary or corrective action, up to and including expulsion.

Retaliation against a person who makes a report or Complaint under this Policy or who participates in or supports the investigation of a report or a Complaint is prohibited and will not be tolerated. Retaliation should be reported promptly to the Title IX Coordinator and/or Title IX Deputy Coordinator and will, when appropriate, be investigated.

II. Scope and Applicability

This policy applies to the conduct of Students in all of the academic and nonacademic programs of the School (i.e., degree and non-degree programs) and will be enforced on School property, including remote locations such as the Mobile Law Office, and in School-sponsored programs held in locations away from the St. Paul Campus (including study abroad programs), and other School-hosted social functions or events sponsored by the School but held at other locations. The policy also applies to conduct that occurs in certain circumstances as defined in this policy in a non-campus building or on non-campus property or on public property, including School-sanctioned Student organization events. The policy also applies to any off-campus conduct that causes or threatens to cause a substantial and material disruption at the School, or interferes with the rights of Students to be free from a hostile learning environment taking into consideration the totality of the circumstances on and off Campus.

Generally, the specific procedures for investigating and responding to a Complaint differ based on the nature of the parties' relationship to the School.

Complainant	Respondent	Applicable Investigation Procedures
Student	Student	Sexual Misconduct Policy for Students
Employee/Third Party	Student	Sexual Misconduct Policy for Students
Employee/Third Party	Employee/Third Party	Sexual Misconduct Policy for Employees and Third Parties
Student	Employee/Third Party	Sexual Misconduct Policy for Employees and Third Parties

If the Respondent is both a Student and a Student Employee, the procedures for responding to a Complaint are outlined in this policy (except for full-time Employees who are also taking classes at the School and who should consult the School's Sexual Misconduct Policy for Employees and Third Parties). A Respondent that is both a Student and a Student Employee may be subject to any of the sanctions applicable to Students or Employees.

If either the Complainant or Respondent is a Student, then the procedure for appeals set forth in this policy applies.

III. Definitions

Definitions of Prohibited Conduct

All violations detailed in this Policy can occur between individuals of the same or different genders.

A. Sexual Misconduct includes a variety of prohibited behaviors, including Sexual Harassment, Sexual Exploitation, Dating Violence, voyeurism, Domestic Violence, Sex Discrimination, Stalking, Sexual Assault, and any other nonconsensual conduct of a sexual nature. Some occurrences of Sexual Misconduct, including in certain forms of Dating Violence, Domestic Violence, and Stalking are not sexual in nature. Regardless, the term “Sexual Misconduct” applies to these non-sexual instances, as well. Similarly, Sexual Exploitation constitutes Sexual Misconduct and may apply to situations where the sexual conduct itself was consensual, but a related conduct—which was not on its own sexual—nonetheless constitutes Sexual Exploitation (e.g., videotaping or allowing friends to watch a consensual sexual activity without the Consent of the other person).

B. Sexual Assault is actual or attempted nonconsensual criminal sexual conduct in the first, second, third, or fourth degrees, as well as Incest, as defined by Minnesota Statutes §§ 609.342, 609.343, 609.344, 609.345, or 609.365.

Criminal sexual conduct is a sexual act directed against another person, without the Consent of the Victim, including instances where the Victim is incapable of giving Consent. Some examples of Sexual Assault include, but are not limited to:

- **Rape:** The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the Consent of the Victim.
- **Forcible Fondling:** The touching of the private body parts of another person for the purpose of sexual gratification, without the Consent of the Victim.
- **Incest:** Sexual intercourse between family members whose familial relationship is such that marriage between them is prohibited by law.
- **Statutory Rape:** Sexual intercourse with someone who is younger than the statutory age of Consent. In Minnesota, the statutory age of Consent is 16.

C. Sexual Contact includes, but is not limited to, the non-consensual intentional touching of someone’s intimate parts, including the touching of clothing covering someone’s intimate parts and the touching with seminal fluid or sperm on a person or a person’s clothing. See Minn. Stat. § 609.341, subd. 11.

D. Sexual Exploitation is taking non-consensual sexual advantage of another person. For example, Sexual Exploitation includes taking non-consensual video and/or audio recordings, photographs, or images of an individual while that individual is engaged in intimate or sexual utterances, sounds, or activities; voyeurism; possession of child pornography; prostituting another person; exposing one’s genitals in non-consensual

circumstances; distributing intimate or sexual information about a person without their Consent; or knowingly transmitting a sexually transmitted disease to another person.

E. Sexual Harassment is unwelcome sexual advances, requests for sexual favors, offensive comments, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of employment or educational opportunities or academic results (quid pro quo Sexual Harassment);
- Submission to or rejection of such conduct is used as a basis for employment or academic decisions affecting the individual (quid pro quo Sexual Harassment); or
- Such conduct unreasonably interferes with an individual's work or academic performance, or creates an intimidating, hostile, or offensive working environment (hostile workplace Sexual Harassment) or academic environment.

Some examples of conduct that may constitute Sexual Harassment include the following:

- Repeated and unwelcome suggestions regarding, or invitations to, social engagements or social events;
- Any indication, express or implied, that any aspect of employment or educational conditions or outcomes or personal safety depends or may depend on the granting of sexual favors or on a willingness to accept or tolerate conduct or communication of a sexual nature;
- Unwelcome or coerced physical proximity or physical contact which is of a sexual nature or sexually motivated;
- The deliberate use of offensive or demeaning terms which have a sexual connotation;
- The deliberate creation of an intimidating, hostile or offensive employment or educational atmosphere, through conduct or communication of a sexual nature; or
- Inappropriate remarks of a sexual nature.

Determining whether Sexual Harassment has taken place requires an analysis of all available facts, the situation, and the context.

F. Sexual Intimidation involves threatening another person that the perpetrator will commit a sex act against him or her; engaging in indecent exposure; or Stalking another person who reasonably perceives the stalker is pursuing a romantic and/or sexual relationship. Stalking is further defined below.

G. Sexual Violence is defined as a violation of Minnesota Criminal Sexual Conduct Statutes and may include a range of sexual conduct, including but not limited to acquaintance Rape, or other forcible or non-forcible sex offenses. In general, Sexual

Violence means Sexual Contact achieved without Consent or with the use of physical force, coercion, deception, threat, and/or the Victim is mentally incapacitated or impaired, physically impaired (due to the influence of drugs or alcohol), or asleep or unconscious.

H. Stalking means to engage in a course of conduct which the actor knows or has reason to know would cause a reasonable person under the circumstances to feel frightened, threatened, oppressed, persecuted, or intimidated, and causes this reaction on the part of the Victim regardless of the relationship between the actor and Victim. See Minn. Stat. § 609.749. Under Minnesota law, Stalking crimes include, but are not limited to, when a person:

- directly or indirectly, or through Third Parties, manifests a purpose or intent to injure the person, property, or rights of another by the commission of an unlawful act;
- follows, monitors, or pursues another, whether in person or through any available technological or other means;
- returns to the property of another if the actor is without claim of right to the property or Consent of one with authority to Consent;
- repeatedly makes telephone calls, sends text messages, or induces a Victim to make telephone calls to the actor, whether or not conversation ensues;
- makes or causes the telephone of another repeatedly or continuously to ring;
- repeatedly mails or delivers or causes the delivery by any means, including electronically, of letters, telegrams, messages, packages, through assistive devices for people with vision impairments or hearing loss, or any communication made through any available technologies or other objects;
- knowingly makes false allegations against a peace officer concerning the officer's performance of official duties with intent to influence or tamper with the officer's performance of official duties; or
- uses another's personal information, without Consent, to invite, encourage, or solicit a Third Party to engage in a sexual act with the person.

When determining whether Stalking has occurred, a **course of conduct** means two or more acts, including acts in which the stalker directly, indirectly, or through others follows monitors, observes, surveils, threatens, or communicates to or about a person or interferes with a person's property. A **reasonable person** is a person under similar circumstances and with similar identities to the Victim.

I. Dating Violence means violence or threats of violence committed by a person

- Who is or has been in a social relationship of a romantic or intimate nature with the Victim and
- Where the existence of such a relationship shall be determined based on a consideration of the following factors:

- The length of the relationship,
- The type of relationship, and
- The frequency of interaction between the persons involved in the partnership.

Dating Violence is prohibited by Minnesota law. See Minn. Stat. § 518B.01, et seq.

J. Discrimination occurs when an individual is treated adversely or differently because of that person's race, ethnicity, color, creed, religion, sex, gender, age, national origin, disability, marital status, familial (or parental) status, sexual orientation, gender identity, gender expression, status with regard to public assistance, membership or activity in a local commission, family care leave status, or veteran status or any other protected class status defined by applicable law. Harassment is a type of discrimination that includes conduct that denigrates or shows hostility or aversion toward an individual because of his or her actual or perceived protected class status as defined by law and that:

- Has the purpose or effect of creating an intimidating, hostile, or offensive educational environment; or
- Has the purpose or effect of unreasonably interfering with an individual's academic performance; or
- Otherwise adversely affects an individual's educational opportunities.

Some examples of conduct that may constitute Discrimination or Harassment include the following:

- Treating an individual adversely in any other respect because of protected class status;
- Using epithets, slurs, threatening or intimidating acts, including written or graphic material directed to an individual because of protected class status; or
- Written, verbal or physical acts directed to an individual because of protected class status that purport to be jokes or pranks.

Sex Discrimination occurs when an individual is treated adversely because of that person's sex, gender, sexual orientation, gender identity or gender expression, or is subject to any other form of Sexual Harassment.

K. Domestic Violence is a felony or misdemeanor crime of violence committed by:

- Spouses and former spouses of the Victim;
- Parents and children;
- Persons related by blood;
- Persons who are presently residing together or who have resided together in the past;

- Persons who have a child in common regardless of whether they have been married or have lived together at any time;
- A man and a woman if the woman is pregnant and the man is alleged to be the father, regardless of whether they have been married or have lived together at any time; and
- Persons involved in a significant romantic or sexual relationship.

Domestic Violence crimes include, but are not limited to:

- Physical harm, bodily injury, or assault;
- The infliction of fear of imminent physical harm, bodily injury, or assault; or
- Terroristic threats, criminal sexual conduct, or interference with an emergency call, as defined by Minnesota law.

Domestic Violence is prohibited by Minnesota law. See Minn. Stat. 518B.01, et seq.

L. Retaliation means an adverse action taken against a Complainant, or a person who files a Complaint, and/or otherwise participates in an investigation or proceeding under this policy, including Victims and third-parties. Retaliation includes, but is not limited to, intimidation, threats, coercion, reprisal, or harassment.

Other Important Definitions

M. Victim means a person who is alleged to have been subject to conduct that violates this policy.

N. Complainant is the person alleged to have been a Victim of conduct prohibited by this policy. The Complainant is also referred to herein as the Victim. The Complainant may not always be the person who files a Complaint under this policy.

O. Complaint means any report of conduct that is in violation of this policy.

P. Accused means the person who has been Accused of conduct prohibited by this policy. Once an investigation begins, this person may be referred to as a Respondent.

Q. Employee, for the purposes of this policy, means all non-Student Employees of the School^[1], including faculty, staff, adjuncts, and administrators.

R. Third Party, for the purposes of this policy, includes certain third-party affiliates, including volunteers, vendors, visitors, and independent contractors.

S. Student, for the purposes of this policy, means all students at the School, except for full-time Employees of the School who are also taking classes at the School (for the purposes of this policy, those individuals are considered Employees of the School). The

term “Student” otherwise includes all individuals taking classes at the school, including all degree and non-degree Students.

T. Campus means the entire physical grounds of the School, remote locations such as the Mobile Law Office, and facilities away from the main Campus where School-sponsored programs (i.e., Student abroad programs) are held.

U. Campus Authorities means the security department at the School, as well as the Dean of Students, the Title IX Coordinator, the Deputy Title IX Coordinators, the Vice Dean for Academic and Faculty Affairs, and the Dean and President of the School.

V. Consent means words or overt actions by a person indicating a freely given present agreement to perform a particular sexual act with the actor.

Consent does not mean the existence of a prior or current social relationship between the actor and the Victim or that the Victim failed to resist a particular sexual act. Instead, Consent means a freely given “yes,” not failure to resist, silence, or the absence of a “no.”

Consent can be withdrawn at any time.

A person who is mentally incapacitated or physically helpless cannot Consent to a sexual act. **Mentally incapacitated** means a person under the influence of alcohol, a narcotic, anesthetic, or any other substance that was administered to that person without the person’s agreement, or that results in an inability to give a reasoned Consent to Sexual Contact or sexual penetration. With respect to incapacitation due to drugs or alcohol, incapacitation requires more than simply being under the influence of drugs or alcohol—a person is not incapacitated simply because he or she has used drugs or alcohol. Instead, facts surrounding the situation will be considered to determine (1) if the individual could understand the circumstances, (2) if the individual was able to communicate Consent (or lack thereof), and (3) whether the Accused/respondent was aware of the situation.

Consent can only be given by someone of legal age—in Minnesota, the statutory age of Consent is 16 years old.

Consent cannot be obtained via threats, force, coercion, or other forms of intimidation.

Corroboration of the Victim’s testimony is not required to show lack of Consent.

W. Title IX Coordinator means the person who is primarily responsible for addressing issues of gender-based Discrimination and/or Sexual Misconduct, including implementing and monitoring Title IX compliance on behalf of the School. This includes coordination of training, education, communications, and administration of the Complaint procedures for the handling of suspected or alleged violations of this Policy.

The School's Title IX Coordinator is Christine Szaj and her telephone number is 651-290-6362.

X. Deputy Title IX Coordinators means the persons, in addition to the Title IX Coordinator, responsible for Student-related Complaints (i.e., Complaints regarding conduct that occurred against a Student, regardless of the perpetrator of that conduct). The School's Deputy Title IX Coordinators include Lynn LeMoine (651-290-7668) and Kelly Von Ruden (651-290-6367). In cases where the Respondent is a School Employee, Andrea Bien (651-290-6322) may be the Deputy Title IX Coordinator.

IV. Consensual Relationship Policy

The School does not prohibit relationships between Employees and Students, faculty and staff, or supervisors and Employees. That said, Students must recognize that, in many of these types of relationships, there inherently exists a power differential that cannot be ignored and that may lend itself to various forms of Sexual Harassment or Sexual Misconduct. For more information, please consult the School's Problematic Consensual Romantic Relationships Policy in the Additional Policies section of the Catalog.

V. Reporting Procedures for Incidents of Sexual Misconduct, Sexual Harassment, and/or Sex Discrimination (please see Section VI for reporting Sexual Violence)^[2]

Student Complaints of Sexual Misconduct, Sexual Harassment, or Sex Discrimination

If a Student believes that he or she has been subject to Sexual Misconduct, Sexual Harassment, or Sex Discrimination by another Student, Employee, or any other person whom the Student encounters in the course of education, he or she may report the conduct as set out below.^[3] If a Student observes Sexual Misconduct, Sexual Harassment, or Sex Discrimination he or she may report the conduct to any of the following administrators:

- Christine Szaj, Title IX Coordinator; Vice President of Community Relations and Operations
651-290-6362
christine.szaj@mitchellhamline.edu
- Lynn LeMoine, Deputy Title IX Coordinator; Dean of Students
651-290-7668/office; 651-447-8839/cell
lynn.lemoine@mitchellhamline.edu
- Andrea Bien, Deputy Title IX Coordinator; Director, Human Resources
651-290-6322
andrea.bien@mitchellhamline.edu

- Kelly Von Ruden, Director, Blended Learning Programs
651-290-6367
kelly.vonruden@mitchellhamline.edu
- Kate Kruse, Vice Dean for Academic and Faculty Affairs
651-695-7660
kate.kruse@mitchellhamline.edu
- Peter Knapp, President and Dean
651-290-6423
peter.knapp@mitchellhamline.edu

The Student also retains the right to notify—or decline to notify—law enforcement authorities.^[4]

Any Employee who receives a report or witnesses conduct that involves Sexual Misconduct, Sexual Harassment, or Sex Discrimination regarding a Student is required to immediately report it to the Title IX Coordinator or Deputy Coordinator.

Any Complaints involving conduct of the President and Dean should immediately be reported to an Officer of the Board of Trustees, whose contact information can be found on the [Board of Trustees web page](#).

Properly reporting Complaints is of vital importance. If Complaints are improperly reported—i.e., reported to the wrong individual, the Complainant risks the possibility that the Complaint will not come to the attention of the appropriate management, and therefore not be acted upon.

As necessary, the School reserves the right to initiate a Complaint, to serve as Complainant, and to initiate conduct proceedings without a formal Complaint by the Victim or Complainant.

Confidential Reporting

While Students are encouraged to report when they are Victims of conduct covered under this policy, the School understands that making such reports can be difficult. In addition, while the School will attempt to maintain the confidentiality of facts relating to Complaints, such confidentiality cannot be guaranteed. Students who wish to obtain confidential assistance from outside the School may also consider contacting:

[SOS Ramsey County](#) (651-266-1000)

Online Reporting

Reports can be made online via the [Sexual Misconduct Reporting Form](#). Reports may be made anonymously; however, the reporter is encouraged to provide as much information as possible. Because of the nature of anonymous reports, the School may

be limited in its ability to investigate and respond to an anonymous report. All reports will be forwarded to the Title IX Coordinator.

Recurrence

If the Sexual Misconduct, Sexual Harassment, or Sex Discrimination reoccurs, the recurrence should immediately be reported according to the Reporting Procedure above.

Retaliation

The School does not tolerate any Retaliation or intimidation directed toward anyone who makes a Complaint or report in good faith or who participates in good faith in the investigation of a Complaint.

The Reporting Procedure described above should also be used if a Student believes that he or she has been subjected to prohibited retaliation or intimidation. See also Section XIV of this policy for further discussion on Retaliation.

Student Reports of Crimes Due to Protected Status

If a Student believes that he or she has been a Victim of a crime, including larceny-theft, simple assault, intimidation, and destruction, damage, or vandalism of property, and/or any other crime involving bodily injury to any person, in which the Victim believes he or she was selected because of his or her actual or perceived gender, sexual orientation, gender identity or gender expression, he or she should, if desired, report the incident to the School security authorities or local police agencies.

Prohibition Against False Reports

The willful filing of a false report is a violation of this policy.

Statement on Confidentiality

Although confidentiality cannot be assured, investigations will be conducted with sensitivity to confidential issues and investigative information will be communicated as appropriate to those with a need to know, pursuant to applicable law and the need to conduct an investigation and take any needed action.

VI. Reporting Procedures for Incidents of Sexual Violence

A. Reporting Complaints

The School encourages Victims of Sexual Misconduct to seek immediate medical and emotional assistance, including treatment for injuries and preventative treatment for sexually transmitted diseases. Assistance is available by calling 911, the Saint Paul Police (651-291-1111), Mitchell Hamline Campus Security (651-290-6330 or 651-224-8763), and/or Regions Hospital (651-254-5000). Medical treatment, including rape kits, may help Victims preserve evidence of Sexual Violence and Sexual Misconduct. Campus

Authorities responding to an incident of Sexual Violence will inform the Victim of his or her options to notify law enforcement authorities and seek medical assistance. Campus Authorities will assist the Victim with these contacts if the Victim requests such assistance. Campus Authorities will also notify the Title IX Coordinator or the Dean of Students who will inform the Victim of the School's reporting process as soon as possible.

It is important for Victims to preserve any evidence resulting from a Sexual Violence which would be needed for criminal prosecution. Campus authorities will provide assistance in preserving materials considered relevant to the internal complaint process and, when requested by the police, provide assistance in obtaining, securing and maintaining evidence needed for criminal prosecution.

The Victim may report to the police, to the School, or both. The School recognizes that the decision to report Sexual Violence to the police is the right of the Victim. However, the School strongly encourages the immediate reporting of Sexual Violence to any of the following:

- Christine Szaj, Title IX Coordinator; Vice President of Community Relations and Operations
651-290-6362
christine.szaj@mitchellhamline.edu
- Lynn LeMoine, Deputy Title IX Coordinator; Dean of Students
651-290-7668/office; 651-447-8839/cell
lynn.lemoine@mitchellhamline.edu
- Andrea Bien, Deputy Title IX Coordinator; Director, Human Resources
651-290-6322
andrea.bien@mitchellhamline.edu
- Kelly Von Ruden, Director, Blended Learning Programs
651-290-6367
kelly.vonruden@mitchellhamline.edu
- Kate Kruse, Vice Dean for Academic and Faculty Affairs
651-695-7660
kate.kruse@mitchellhamline.edu
- Peter Knapp, President and Dean
651-290-6423
peter.knapp@mitchellhamline.edu

Any Employee who receives a report or witnesses conduct involving Sexual Misconduct, Sexual Harassment, or Sex Discrimination regarding a Student is required to immediately report it to the Title IX Coordinator.

Online Reporting: Students or Employees who wish to report an incident of Sexual Misconduct including Sexual Assault, Dating Violence, Domestic Violence, Stalking, or

Sexual Harassment may do so by [filing a report](#). Reports may be made anonymously; however, such reports may not lead to an investigation, or if an investigation is commenced, it will be based on information reported and may limit action taken. All reports will be forwarded to the Title IX Coordinator.

If a Student reports to the School that the Student has been a Victim of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, whether the offense occurred on or off Campus, the School will provide the Student with a written explanation of the Student's rights and options.

When applicable, the School will notify the Victim of his or her rights and the School's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court (see Resources and Contact Information section below).

Although confidentiality cannot be assured, investigations will be conducted with sensitivity to confidential issues and investigative information will be communicated as appropriate to those with a need to know.

If the act(s) of Sexual Violence reoccur(s), it should immediately be reported to any of the individuals listed above. The Reporting Procedure described above should also be used if a Student believes he or she has been subjected to prohibited retaliation or intimidation.

In some cases, unless prohibited by law, an individual may pursue criminal action and a School internal Complaint concurrently. In certain circumstances, the School is prohibited from waiting for a criminal case to conclude before proceeding in its own internal investigation.

B. Resources and Contact Information

Confidential School Resources:

Counseling Services 651-290-8656 — Counseling services are offered on a consistent basis and are a valuable on-campus resource for ongoing support during a School disciplinary proceeding or criminal process.

County Resources regarding orders of protection, no contact order, or restraining orders:

- Ramsey County Domestic Abuse and Harassment Office, 651-266-5130
- Hennepin County Domestic Abuse Service Center, 612-348-5073

Victims may also wish to utilize one or more of the following services:

Community/External Resources

- St Paul Police
Emergency 4911 (on Campus) and 911 (off Campus)
Non-Emergency Number:
651-291-1111
- [Casa de Esperanza](#)
St. Paul, MN
651-772-1611
24-hour Bilingual (English and Spanish) helpline
- Day One Services
1-866-223-1111
Crisis Support, information on shelters, safety planning, and orders for protection
- Ramsey County Sexual Offense Services:
651-643-3006
Please Note: This is a 24-hour crisis line
- [Lawyers Concerned for Lawyers](#)
651-646-5590 or
1-866-525-6466
- [St Paul/Ramsey County Domestic Abuse Intervention Project](#)
Office and 24-hour crisis line)
- [Minnesota Coalition Against Sexual Assault \(MNCASA\)](#)
651-209-9993
- National Domestic Violence Hotline:
1-800-799-SAFE (7233)
- [OutFront Minnesota](#)
(24-hour anti-violence crisis support line for LGBT Victims)
1-800-800-0350 (Option 3)
- [Rape, Assault, and Incest National Network \(RAINN\)](#)
1-800-656-6673
24-hour hotline; free and confidential
Online chat available.
- [Ramsey County Domestic Abuse and Harassment Office:](#)
651-266-5130
- Regions Hospital Emergency Room
651-254-3306
640 Jackson Street
St. Paul, MN 55101
- United Hospital Emergency Room
333 North Smith Avenue
St. Paul, MN 55102
651-241-8755 (direct connection to the Emergency Room)

- Sexual Assault Support and Help for Americans Abroad (SASHAA)
Outside the United States
24-hour toll-free hotline: In US dial 1-866-879-6636
See SASHAA website for other country specific direct access codes or to use live chat option
- [Sexual Offense Services of Ramsey County](#)
24-hour hotline; free and confidential
555 Cedar Street
St. Paul, MN 55101
651-266-1000

VII. Investigation

Upon receipt of a Complaint, the Complainant may request that the School initiate the Formal Resolution Process or the Alternative Resolution Process. The Formal Resolution Process is described herein sections VII through IX. The Alternative Resolution Process is described in section X. All parties must consent to participation in the Alternative Resolution Process.

While the School will take a Complainant's request into account when considering whether to pursue the Formal Resolution Process or Alternative Resolution Process, the School may determine, in its own discretion, that the totality of the circumstances necessitates the use of the Formal Resolution Process.

There are two main steps that occur if the Formal Resolution Process is initiated: (1) the initial investigation, and (2) adjudication. The initial investigation includes the submission of a Complaint, assignment of an appropriate investigator, and notice to the parties, and commencement of the fact-finding process. The adjudication includes a finding of responsibility following an investigation, the imposition of possible sanctions, and the right of an appeal, if a Student is involved.

Formal Resolution Process

A. Receipt of Complaint

Upon receipt of a report or Complaint, the School will notify, and when appropriate, obtain consent from the Complainant to promptly undertake or authorize a fair and impartial investigation. Where the Complainant requests anonymity or that an investigation not be pursued, the School will consider the following factors in determining whether to pursue an investigation: (1) the totality of the circumstances; (2) the presence of any known risks, (3) the potential impact of action on the Complainant, (4) any evidence showing the Respondent made statements of admission or accepted responsibility for the Prohibited Conduct, (5) the existence of any independent information or evidence, and (6) any other available and relevant information. Where the School determines that it must proceed with an investigation despite a Complainant's request to the contrary, the School will make reasonable efforts

to protect the privacy of the Complainant. If the Complainant's identity may have to be disclosed, the School will notify the Complainant that the School intends to proceed with an investigation.

Depending on the parties involved, the investigation may be conducted by (a) the Dean or the Dean's designee(s), or (b) an experienced external investigator, or (c) a combination of the above. If the allegation is one of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, the investigation and disciplinary proceeding will be conducted by an official who receives annual training on the issues related to Domestic Violence, Dating Violence, Sexual Assault, and Stalking, and how to conduct a prompt, fair, and impartial investigation proceeding that protects the safety of Victims and promotes accountability. No matter the type of Sexual Misconduct reported, the investigation will be conducted by someone who has been trained on how to conduct a prompt, fair, and impartial investigation; how to provide safety to the Victim; and how to promote accountability.

B. Timeline

Generally, the investigation will be completed within 60 calendar days from receipt of the Complaint. This timeline includes the period from commencement of an investigation through the resolution. The timeline may be extended if necessary, which may be if additional time is necessary to ensure the integrity and completeness of the investigation among other reasons. The parties will be notified in writing of any extension of the timeframe and the reasons for such extension.

C. Overview of Formal Investigation Process

The Title IX Coordinator will notify both the Complainant and Respondent, in writing, if the School commences a formal investigation. Such notice will: identify the Complainant (unless there is good reason not to do so), and the Respondent; specify the date, time, and location (if known), and nature of the prohibited conduct; specify the potential violation(s) of this policy; and provide the name of the Investigator. A copy of this policy and statements of rights will also be provided to both the Complainant and Respondent.

Complainants and Respondents may choose to participate or decline to participate in the Investigation. That said, participation of these parties is not mandatory for the investigation to proceed. The investigation may, as appropriate, consist of personal interviews with the alleged Complainant, the reporter (if someone other than the alleged Complainant), the Respondent and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the Complaint. The investigation may also consist of any other methods and documents deemed pertinent by the investigator.

The School, at its discretion, may take immediate steps, based on the severity of the allegations, to protect the parties involved in the Complaint process pending completion of an investigation. During the investigation, the School may implement interim actions, including but not limited to changing a Complainant's work or class schedule; issuing a

timely warning if there exists an ongoing threat of danger to the community; providing information about legal options, including but not limited to orders for protection and harassment restraining orders; and notifying appropriate School administration or management personnel.

If the investigation is based on an allegation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, both the Complainant and the Respondent are entitled to the same opportunities to have others present during a School disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice, who may be an attorney, advocate, support person, or other individual. The advisor's role is merely to guide and/or support the Complainant or Respondent through the process. An advisor may be present for meetings but may not participate in the meeting unless asked to do so by the School. If an advisor learns of confidential information in the course of his or her role, he or she may not disclose such information other than for representation of the Complainant or Respondent.

D. Prior or Subsequent Conduct and Evidentiary Standard of Proof

In determining whether alleged conduct constitutes a violation of this policy, the School may consider the facts and surrounding circumstances, the nature of the behavior, past incidents or past or continuing patterns of behavior, the relationships between the parties involved, and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances using a preponderance of the evidence standard to evaluate Complaints. During the investigation, the School will never consider evidence about the Complainant's prior sexual conduct with anyone other than the alleged perpetrator.

E. Participation in Investigation

To ensure the School can gather the information necessary to uphold School policies, each Student or Employee who is requested to participate in a fact finding is required to fully cooperate with the investigator. Unless otherwise directed by the investigator, Students and Employees will be expected to limit their discussion of the matter under investigation to those who need to know the information for the purposes of assisting in the resolution of the Complaint. Nothing in this paragraph is intended to limit or restrict in any way a Complainant from contacting at any time the police or governmental agencies responsible for the enforcement of any applicable laws.

The Complainant and the Respondent will be simultaneously notified of any change to the investigation process.

VIII. Actions by the School

Upon completion of the investigation, the investigator will submit a written report to the Title IX Coordinator that includes findings of fact related to the Complaint based on

personal interviews, documentary evidence, and any other information found to be relevant to the investigation. The Title IX Coordinator will provide Complainant and Respondent an opportunity to review this report and prepare a written response which will be attached to the investigator's report. The Title IX Coordinator will forward this report and any written response to a member of the faculty designated as an adjudicator who will make a determination whether there is a violation under this policy. If the adjudicator determines there has been a violation, the adjudicator will also decide the appropriate sanction. The adjudicator will submit to the Title IX Coordinator a written report that includes the final determination, sanction, if any, and rationale for the decision. The Title IX Coordinator will inform the President and Dean of the results of the investigation.

If the Complaint involves the President and Dean, the report must be made directly to the Board of Trustees.

Upon completion of the adjudication, the Title IX Coordinator will simultaneously inform the Complainant and Respondent of the results of the investigation.

If a Complaint is substantiated, the School will take appropriate action depending on the circumstances. Such action may include, but is not limited to, training, counseling, suspension, expulsion, or other appropriate action.

In appropriate situations, the School will provide written notifications to Victims about options for, and available assistance in, changing academic, transportation, and working situations, if so requested by the Victim and if such accommodations are reasonably available, regardless of whether the Victim chooses to report the crime to School administration or local law enforcement.

In accordance with applicable law, the School retains the right to issue possible sanctions or engage in protective measures following a final determination of a School disciplinary procedure. The School reserves the right to issue, among others, any of the following sanctions in any order in these circumstances depending on the facts:

- No-contact directive
- Restriction of privileges
- Probation
- Written Warning
- Suspension
- Expulsion
- Discontinuation of relationship or association (in the case of a Third Party)

IX. Appeals

If the Complaint involves a Student, both the Complainant and Respondent have a right to appeal. If the Complainant or Respondent is dissatisfied with the outcome under this

policy, that person may file an appeal. The appeal should be filed in writing with the Title IX Coordinator within 5 business days of being notified of the results of the investigation. The appeal should set forth the grounds on which the appeal is being filed and all of the facts and arguments in support of the appeal. A delay in filing the appeal may be grounds for rejection of that appeal.

The **ONLY** grounds for appeal are as follows:

- A procedural error occurred that significantly impacted the outcome of the investigation. A summary of the error and its potential impact must be included;
- To consider new evidence, unavailable during the original investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; or
- The sanctions imposed are substantially disproportionate to the severity of the violation.

Appeals are not intended to be a full re-investigation of the Complaint. In most cases, appeals are confined to a review of the written document and the appeal notice.

The Title IX Coordinator, in its discretion, will determine the appropriate appeals officer depending on the nature of the parties' relationship to the school. Before an appeal is determined, the Respondent in this appeal may be given the opportunity to review the appeal and, should he or she wish, to submit a written opposition to the appeal to the Title IX Coordinator. The appeal review should be completed within 10 business days of receipt of the appeal, or, when applicable, receipt of written opposition.

The Title IX Coordinator will simultaneously notify the Complainant and Respondent of the School's decision. The appeal decision is final.

X. Alternative Resolution Process

After making a Complaint, the Complainant may request that the School seek alternative resolution in place of a formal investigation and resolution process. The School retains full discretion regarding whether alternative resolution is appropriate in light of the specific circumstances of each case.

Alternative resolution is not an option if the allegation involves Sexual Assault or Sexual Violence.

Participation in alternative resolution is voluntary for both the Complainant and Respondent. The School cannot compel either the Complainant or the Respondent to engage in alternative resolution and will permit either party to withdraw from alternative resolution at any time.

The School may terminate an ongoing alternative resolution at any time. If the alternative resolution process fails to achieve a resolution that is acceptable to Complainant, Respondent, or the School, the Complaint may go through the Formal Resolution Process described in Section VII, VIII, and IX above. A resolution that is acceptable to the Complainant, Respondent, and the School may not be appealed, unless new evidence, unavailable during the original investigation, that could substantially impact the resolution, becomes available.

Alternative resolution agreements may include:

- Resolution with the assistance of Third Party, such as a mediator;
- Increased monitoring, supervision, and/or security;
- Targeted or broad-based educational programming or training;
- Educational program modifications; and
- Other remedial or protective measures.

XI. School Reporting Obligations

Under the federal Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (“Clery Act”), the School has a legal duty to track and publish information about certain types of Sexual Misconduct. The School will collect, prepare, publish, and distribute, through appropriate publications or mailings, to all current Students and Employees, and to any applicant for enrollment or employment upon request, an annual security report containing, among other things, information relating to the Campus crime statistics of the School and statistics concerning the occurrence on Campus, in or on non-campus buildings or property, and on public property, all criminal offenses reported to Campus security authorities related, among other things, to forcible or non-forcible sex offenses, Dating Violence, Domestic Violence, Sexual Assault, and Stalking. The School will not disclose the Victim’s name or other personally identifiable information in its report.

In addition to its reporting obligations under the Clery Act, under Minnesota Law, the School has a legal duty to track and report similar information about Sexual Assault on its website and to the Minnesota Office of Higher Education.

The School also must issue timely warnings to Students and Employees for certain types of incidents reported to them that pose a substantial threat of bodily harm or danger to members of the School community. The School will make every effort to ensure that a Victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger.

XII. Cooperation with Law Enforcement

The School will comply with law enforcement's request for cooperation and such cooperation may require the School to temporarily suspend the fact-finding aspect of a Title IX investigation while the law enforcement agency gathers evidence. The School will promptly resume its Title IX investigation as soon as notified by the law enforcement agency that it has completed the evidence gathering process, which typically takes three to ten calendar days, although the delay in the School's investigation could be longer in certain instances.

The School will implement appropriate interim steps during the law enforcement agency's investigation period to provide for the safety of the Victim(s) and the Campus community and the avoidance of retaliation.

When appropriate or legally obligated, the School may share investigative information with law enforcement.

XIII. Attempted Violations

In most circumstances, the School will treat attempts to commit any of the violations listed in this policy as if those attempts had been completed.

XIV. No Retaliation

There will be no Retaliation against any Complainant of Sexual Misconduct, Sexual Harassment, Sex Discrimination, or Sexual Violence under this policy, nor against any person who participates in an investigation. The School will take appropriate action against any Student or Employee who retaliates against any person who makes a good-faith report, who testifies, assists or participates in an investigation, or who testifies, assists or participates in a process relating to the report. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment. In addition, neither the School, nor any officer, Employee, or agent of the School may retaliate, intimidate, threaten, coerce, or otherwise discriminate against any individual for exercising their rights to avail themselves of the School's Complaint procedure under this policy.

XV. Conflict of Interest

If there is a conflict of interest with respect to any party affected by this policy, appropriate accommodations will be made, such as, but not limited to, appointing or contracting with a Consultant to conduct the investigation, or recusing the person from the process for whom a conflict or potential conflict of interest exists.

XVI. Alternative Complaint Procedures

These procedures do not deny the right of any individual to pursue other avenues of recourse which may include, but is not limited to, filing a charge with the United States Department of Education Office for Civil Rights (OCR).

The OCR office for Minnesota is located at:

U.S. Department of Education Office for Civil Rights Citigroup Center
500 W. Madison Street, Suite 1475
Chicago, IL 60661-4544

Tel: 312-730-1560

TDD: 877-521-2172

Email: OCR.Chicago@ed.gov

XVII. Waiver of Drug/Alcohol Violations

The School strongly encourages Students to report instances of Sexual Misconduct, Sexual Harassment, Domestic Violence, Dating Violence, or Stalking. As such, Students who report such information will not be disciplined by the School for any violation of its drug and alcohol policies in which they might have engaged in connection with the reported incident.

XVIII. Programs Designed to Prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking

Pursuant to the Clery Act, the School has designed and implemented programs meant to prevent Domestic Violence, Dating Violence, Sexual Assault, and Stalking. Notably, the School has created education programs to promote the awareness of Rape, acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault, and Stalking. These education programs include primary prevention and awareness programs for all incoming Students and new faculty, adjunct faculty, and staff. In these programs, participants will:

1. Be provided a statement that the School prohibits the offenses of Domestic Violence, Dating Violence, Sexual Assault, and Stalking;
2. Receive documentation with the definitions of Domestic Violence, Dating Violence, Sexual Assault, Stalking, and Consent;
3. Learn safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Domestic Violence, Dating Violence, Sexual Assault, or Stalking against a person other than such individual to encourage bystanders to intervene and to overcome any barriers to intervening;
4. Receive information on risk reduction to recognize warning signs of abusive behavior and how to avoid potential attacks;
5. Learn the possible sanctions or protective measures that the School may impose following a final determination of a School disciplinary procedure regarding Rape, acquaintance Rape, Domestic Violence, Dating Violence, Sexual Assault, or Stalking;

6. Be informed regarding the procedures Victims should follow if a sex offense, Domestic Violence, Dating Violence, Sexual Assault, or Stalking has occurred, including receiving information in writing about
 - The importance of preserving evidence as may be necessary to the proof of criminal Domestic Violence, Dating Violence, Sexual Assault, or Stalking, or in obtaining a protection order;
 - To whom the alleged offense should be reported;
 - Options regarding law enforcement and Campus Authorities, including notification of the Victim's option to notify proper law enforcement authorities, including on-campus officials and local police; be assisted by Campus Authorities in notifying law enforcement authorities if the Victim so chooses; and decline to notify such authorities;
7. Be notified that, when applicable, Victims have rights and the School has responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil, or tribal court;
8. Learn procedures for School disciplinary action in cases of alleged Domestic Violence, Dating Violence, Sexual Assault, or Stalking, which shall include a clear statement that the proceedings will provide a prompt, fair, and impartial investigation and resolution; and will be conducted by officials who receive annual training on the issues related to these crimes and how to conduct an investigation and hearing process that protects the safety of Victims and promotes accountability;
9. Be notified of the fact that the Complainant and Respondent are entitled to the same opportunities to have others present during a School disciplinary proceeding, including the opportunity to be accompanied to any related meeting or proceeding by an advisor of their choice;
10. Be notified that both the Complainant and Respondent shall be simultaneously informed, in writing, of – the outcome of any School disciplinary proceeding that arises from an allegation of Domestic Violence, Dating Violence, Sexual Assault, or Stalking; the School's procedures for the Accused and the Victim to appeal the results of the School disciplinary proceeding; of any change to the results that occurs prior to the time that such results become final; and when such results become final;
11. Obtain information about how the School will protect the confidentiality of Complainants, including how publicly available recordkeeping will be accomplished without the inclusion of identifying information about the Complainant, to the extent permissible by law;
12. Receive written notification about existing counseling, health, mental health, Victim advocacy, legal assistance, and other services available for Victims both on-campus and in the community; and
13. Receive written notification of Complainants' options for, and available assistance in, changing academic, transportation, and working situations, if so requested by the Complainant and if such accommodations are reasonably

available, regardless of whether the Complainant chooses to report the crime to Campus officials or local law enforcement.

14. The School will also offer ongoing prevention and awareness campaigns for Students and faculty, adjunct faculty, and staff and will provide attendees with, at minimum, the same information listed above. These campaign programs will occur on a regular basis and no less frequently than once per year.

XIX. Questions

Please direct any questions to:

Christine Szaj, Title IX Coordinator (christine.szaj@mitchellhamline.edu);

Andrea Bien, Deputy Title IX Coordinator (andrea.bien@mitchellhamline.edu);

Lynn LeMoine, Deputy Title IX Coordinator (lynn.lemoine@mitchellhamline.edu); or

Kelly Von Ruden, Deputy Title IX Coordinator (kelly.vonruden@mitchellhamline.edu)

Appendix A.

Statement of Rights of the Alleged Victim:

- The right to choose to report an incident to School officials and the option to notify local law enforcement, including the right to file criminal charges with local law enforcement officials in Sexual Assault cases. This also includes the right to request that Campus Authorities promptly assist the Victim in notifying the appropriate law enforcement officials of a Sexual Assault incident. This also includes the right not to report, if this is the Victim's desire;
- The right to be treated with dignity by Campus Authorities, including the right to be free from Campus Authorities suggesting that the Victim is at fault for the crimes or violations that occurred or that the Victim should have acted in a different manner to avoid the crime;
- The right to complete and prompt assistance of Campus Authorities, at the direction of law enforcement authorities, in obtaining, securing, and maintaining evidence in connection with a Sexual Assault incident. This right includes the right to the assistance of Campus Authorities in preserving for a Sexual Assault Complainant or Victim materials relevant to a Campus proceeding under this policy or any other policy.
- The right to decide when to repeat a description of the incident of Sexual Assault;
- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible Complaints of Sexual Misconduct made in good faith to School administrators;
- The right to be notified of the timeframes for all major stages of the investigation;
- The right to present witnesses and evidence;

- In instances of reports of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, the right to have another person, including an attorney, present (in a support role) during all phases of the investigation, including at any meeting with Campus officials concerning the Victim's Complaint or Campus disciplinary proceeding concerning a Sexual Assault Complaint;
- The right to be notified of available counseling, health, mental health, Victim advocacy, legal assistance, visa and immigration assistance, or services for Victims of Sexual Assault, both on Campus and in the community;
- When appropriate, the right to make changes to academic, transportation, and/or working arrangements;
- When applicable, the right to notification of his or her rights and the School's responsibilities regarding orders of protection, no-contact orders, restraining orders, or similar orders issued by a criminal, civil, or tribal court.
- During and after the process of investigating a Complaint and conducting a Campus disciplinary procedure, the notification of and options for, and available assistance in, shielding a Victim from unwanted contact with the alleged assailant after an alleged Sexual Assault incident, if so requested by the Victim and if such changes are reasonably available and feasible. This right includes the right to the assistance of School personnel, in cooperation with the appropriate law enforcement authorities, in implementing the requested changes;
- The right to a Campus no-contact order against a member of the School who has engaged in or threatens to engage in Stalking, threatening, harassing or other improper behavior;
- The right to a written notice of the outcome and, when applicable, resulting sanction of the investigation, generally within 24 hours of the decision. After a disciplinary proceeding involving an allegation of Sexual Assault, Dating Violence, Domestic Violence, or Stalking, this right includes the right to be informed of the outcome in writing, including a summary of any sanctions and the rationale for the decision;
- The right to preservation of privacy, to the extent required by law;
- When the Victim is a Student, the right to appeal the findings and sanction, in accordance with the standards for appeal established in this policy; and
- The right to notification of and options for, and available assistance in, changing classes after an alleged Sexual Assault incident, if so requested by the Victim and if such changes are reasonably available. Accommodations may include:
 - Exam (paper, assignment) rescheduling;
 - Transferring class sections;
 - Alternative course completion options.

Appendix B.

Statement of the Accused Individual's Rights (When the Accused is a Student):

- The right to a prompt, fair, and impartial investigation and appropriate resolution of all credible Complaints of Sexual Misconduct made in good faith to School administrators against the Accused individual;
- The right to be notified of the timeframes for all major stages of the investigation;
- The right to present witnesses and evidence;
- In instances of reports of Domestic Violence, Dating Violence, Sexual Assault, or Stalking, the right to have another person present (in a support or advisory role) during all phases of the investigation;
- The right to be informed of and have access to Campus resources for counseling and advisory services;
- When the Accused is a Student, the right to appeal the findings and sanction, in accordance with the standards for appeal established in this policy;
- The right to a decision based solely on evidence presented during the investigative process. Such evidence shall be credible, relevant, based in fact, and without prejudice;
- The right to a written notice of the outcome and, when applicable, resulting sanction of the investigation, generally within 24 hours of the decision. After a disciplinary proceeding involving an allegation of Sexual Assault, Dating Violence, Domestic Violence, or Stalking, this right includes the right to be informed of the outcome in writing, including a summary of any sanctions and the rationale for the decision; and
- The right to preservation of privacy, to the extent required by law.

[1] The definition of "Employees" includes full-time Employees of the School who are also taking classes at the School. Those individuals, as well as all other Employees, should refer to the School's Sexual Misconduct Policy for Employees and Third Parties, as well as the School's Non-Discrimination and Non-Harassment Policy, for the applicable procedures of filing a report or Complaint.

[2] A person who reports an incident to the School shall be provided access to his or her report upon request, consistent with state and federal laws governing privacy of education records. A request for access to a report should be made to the Title IX Coordinator.

[3] If Employees believe that they are the Victim of a sex offense, including Dating Violence, Domestic Violence, Sexual Assault or Stalking, they should, if desired, report

the incident to the School as outlined in the Schools' Sexual Misconduct Policy for Employees and Third Parties.

[4] An individual does not need to report Sexual Misconduct to law enforcement in order to receive assistance from the School, nor does an individual need to report Sexual Misconduct to the School in order to receive assistance from law enforcement.

Student Complaints

Mitchell Hamline School of Law seeks to provide responsive service and an exceptional student experience. Students who have complaints should contact Dean of Students Lynn LeMoine at lynn.lemoine@mitchellhamline.edu.

Mitchell Hamline School of Law is registered with the Minnesota Office of Higher Education. Students with a complaint may also wish to contact:

Betsy Talbot
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108
651-259-3965
Betsy.Talbot@state.mn.us
[Minnesota Office of Higher Education](http://www.mn.gov/HigherEducation)

A. Distance Learning Students

Mitchell Hamline School of Law is an approved institutional participant in the National Council for State Authorization Reciprocity Agreements (NC-SARA).



Mitchell Hamline School of Law is authorized to operate in all SARA member states. As a participant in SARA, Mitchell Hamline School of Law follows the [SARA Student Complaint Resolution Process](#) in addressing the complaints of distance education students from SARA member states.

Students with complaints concerning J.D. programs should contact Lynn LeMoine at lynn.lemoine@mitchellhamline.edu.

Students with complaints concerning Dispute Resolution Institute programs should contact Kitty Atkins at kitty.atkins@mitchellhamline.edu.

Students with complaints concerning Health Law Institute programs should contact Barbara Colombo at barbara.colombo@mitchellhamline.edu.

Students with complaints concerning Professional Legal Education programs should contact Katie Kuehl at katie.kuehl@mitchellhamline.edu

If you believe further action is necessary, you may contact the Minnesota State Agency entity:

Betsy Talbot
Minnesota Office of Higher Education
1450 Energy Park Drive, Suite 350
Saint Paul, MN 55108
651-259-3965
Betsy.Talbot@state.mn.us
[Minnesota Office of Higher Education](#)

Or, you may wish to contact the office of higher education in the state where you live:

[Student Complaint Information by State and Agency](#)

The following state is not a member of SARA. Students who reside in this state may wish to contact the agency below to file a complaint.

California

California Bureau for Private Postsecondary Education
PO Box 980818
W. Sacramento, CA 95798-0818
[Bureau for Private Post-Secondary Education](#)
[Student Complaint Form](#)

B. Grades and Student Conduct

Disputes regarding grades and student conduct violations fall outside the SARA complaint process and are governed entirely by the law school's policy and Minnesota law.

C. American Bar Association Accreditation

Many of the policies and procedures in this Catalog are published and crafted in accordance with the American Bar Association's Standards and Rules of Procedure for Approval of Law Schools (see [ABA Standards](#)).

Students who have concerns or complaints regarding a significant problem which directly implicates the law school's program of legal education and/or its compliance with the Standards are encouraged to write to:

Office of the Dean of Students
Mitchell Hamline School of Law, Suite 119

875 Summit Avenue
Saint Paul, MN 55105

The specific problem(s) and the manner in which compliance with the Standards is questioned should be clearly articulated. The Dean of Students will address the issue by convening a meeting of the administrator(s) and/or faculty members with principal responsibility for maintaining compliance with the standard in question. In the event that the administrator with principal responsibility for the standard is the Dean of Students, the question will be referred to the President and Dean.

Students who issue a complaint will receive a response from the institution within 45 days of receipt of the complaint. In the event it is determined that corrective action is required, all necessary steps will be taken as swiftly as possible and, unless the nature of the issue requires a longer timeline, in all cases the corrective action will be taken within one year. A record of complaints, including the resolution of each, will be maintained in the Office of the Dean of Students.

Student Conduct

A. General Expectations

As responsible members of the community, Mitchell Hamline School of Law students are expected to maintain the highest ideals of academic, professional, and social conduct. Students are expected to respect the views and personal dignity of other members of the law school community. They are responsible for knowing and abiding by the rules and policies published in the Catalog.

In addition, students are expected to know the standards to which they will be held when they become lawyers. The codes of professional responsibility published by each state's bar association describe these standards. Students should consult these codes for guidance. The Student Code of Conduct at Mitchell Hamline School of Law reflects the standards for professional conduct prescribed by the [Minnesota Board of Law Examiners](#).

B. Student Code of Conduct

1. Statement of Purpose

The Mitchell Hamline School of Law Student Code of Conduct (hereinafter, "the Code") contains the rules that shall govern any student enrolled in courses or programs sponsored or co-sponsored by the law school, and where applicable, any student organization, and the procedures to be followed in administering the rules. These rules state elemental standards of honesty and integrity to the end that graduates of Mitchell Hamline will be academically qualified for the practice of law and possess those character traits necessary to the special trust relationships involved in the practice of law.

2. Scope

The Mitchell Hamline Student Code of Conduct is based on the assumption that individual and group responsibility is a part of the educational process. Disciplinary action can help encourage individual responsibility and self-discipline; protect the rights, freedoms, and safety of members of the law school community; and promote respect for the rights of others. Accordingly:

- a. The Code applies to students enrolled in courses or programs sponsored or co-sponsored by the School of Law.
- b. The Code also applies to student groups and organizations at the law school. A student organization may be held responsible under the code if members of the group act in concert to violate law school community standards; a violation arises out of a group-sponsored, -financed, or -endorsed event; a group leader has knowledge of the act or incident before or while it occurs and fails to take

corrective action; a pattern of individual violations is found to have existed without proper or appropriate group control, remedy, or sanction; members of the group cover up or fail to report improper conduct to the appropriate law school officials.

- c. The Code applies to all conduct (academic and other) that relates to an individual's status as a student of the law school. However, the Code is not an exclusive remedy for criminal or tortious acts.
- d. Investigations may be initiated or continued after a student has graduated, or after the student has completed the course or program, if the conduct at issue occurred while the individual was enrolled in the law school or in a program sponsored or co-sponsored by the law school. If a matter is pending when a student is scheduled to graduate, the student's degree may be withheld until the matter is resolved.
- e. The law school may take action for conduct that occurs on school premises or at school sponsored (or co-sponsored) events, whether held on or off campus, or in any other setting whether or not related to school activities.

All complaints of sexual harassment, harassment and discrimination, and sexual violence are subject to the provisions of the law school's Title IX Policy.

3. Definitions

3.1 "Complainant" means any person who initiates a disciplinary proceeding under the Student Code of Conduct by serving upon the Dean a signed, written complaint.

3.2 "Dean" means the Dean and President, or any person designated by the Dean to perform the acts required under the Student Code of Conduct.

3.3 "Plagiarism" means representing another person's words or ideas as one's own without proper attribution or credit. Another person's words or ideas must be given adequate documentation whether used in direct quotation or in summary or paraphrase. Plagiarism includes, but is not limited to, submitting the work of another as one's own, whether intentional or not.

3.4 "Respondent" means any student alleged to have committed a violation of the Student Code of Conduct.

3.5 "Service" or "Serve" means to provide a written notice or any other document by personal service, email notification, or by certified mail with a request for a return receipt. Notice by email is effective on the date sent and certified mail is effective on the date of mailing unless otherwise specified. Personal service upon the Dean may also be accomplished by delivery to any law school employee in the Dean's suite.

3.6 "Student" means any person enrolled in courses or programs sponsored or co-sponsored by the law school, and where applicable, any student organization.

4. Prohibited Conduct

4.1 Unlawful conduct

A student must not commit any criminal offence that implicates his or her character or fitness to practice law.

4.2 Academic misconduct

A student must not engage in academic misconduct, including, but not limited to, cheating, plagiarism, violating instructions, falsifying information, representing as original one's own work written for other purposes, and engaging in conduct that tends to give an unfair advantage to any student in any academic matter. This prohibition applies to all course work, examinations, independent study projects, research projects for instructors, and academically related activities including law review/journals and competitions. This rule is subject to specific instructions by a faculty member or supervisor of the particular activity in question. A student with knowledge of any violations of this section should report the violation promptly.

A plagiarism violation under the Student Code of Conduct will be treated separately from the discipline a student may receive from a professor teaching a course in which the violation occurred.

4.3 Honesty and integrity

A student must not engage in conduct involving dishonesty, fraud, deceit, or misrepresentation. This conduct includes, but is not limited, to making false statements, misrepresenting academic or personal achievement, and failing to correct information previously submitted to the law school.

4.4 Concerning Pattern of Behavior or Conduct

A student must not exhibit a pattern of behavior or pattern of conduct that raises significant concerns about the student's character or fitness for admission to practice law. Such pattern may include multiple violations of laws or regulations. The code incorporates by reference the character and fitness standards of the Minnesota Board of Law Examiners.

4.5 Professional and Social Misconduct

All students, whether engaged in on-campus, offsite, or online classes are expected to maintain a positive learning environment by refraining from behavior that impedes, or otherwise negatively impacts other students as described in the following three subsections:

- **4.5.1 Respect for person and property of others**

A student must respect the person and property of others. A student must not assault, harass, threaten, or otherwise attempt to intimidate, or intrude upon the rights of, any other person, whether in person or with the use of technology.

A student must not purposely damage, or knowingly take, the property of any other person without the person's consent.

- **4.5.2 Classroom conduct**

Students must not disrupt a class by inappropriate or distracting behaviors, actions, or activities. This rule applies to in-class and online courses.

- **4.5.3 Library rules**

Students must follow all library rules published on the library website or otherwise publicly promulgated. A violation of the [Library's Behavior Policy](#) is a violation of this Student Conduct Code.

4.6 Other law school rules

From time to time, the law school may issue specific or general rules. When these rules are announced on the law school website, or otherwise widely published, they become binding on all students. A violation of any such rule may be considered a violation of the Student Code of Conduct if such violation implicates the student's character or fitness to practice law.

5. Sanctions

A violation of the Student Code of Conduct may result in expulsion or suspension from the law school, dismissal from one or more classes, restitution, or any other appropriate penalty. A violation by a student organization may result in loss of funding and sponsorship from the law school. The application of any penalty shall depend upon the seriousness of the offense and the presence or absence of mitigating factors. Execution of the penalty may be stayed pending successful completion of specified conditions of a probationary period.

6. Rules for Disciplinary Proceeding

6.1 Initiation of Disciplinary Proceeding

Any person may initiate a disciplinary proceeding under these rules by serving upon the Dean a signed, written complaint. The complaint shall state the essential facts alleged to constitute a violation of the Code, including (a) the name of the student alleged to have committed the violation, (b) the specific allegation(s), and (c) the factual basis for the allegation(s).

6.2 Prima Facie Determination

Within 7 days of the service of the initial complaint the Dean must either: (a) dismiss the complaint for failure to allege a prima facie violation of the Code and notify the complainant of the dismissal and the reasons for the dismissal, or (b) Serve on the respondent a copy of the complaint, a copy of the Code of Conduct, and notice of the time and place for a conference with the Dean.

6.3 Investigation

Within 14 days after serving the student charged with a copy of the complaint, the Dean

must complete an investigation of the allegations of the complaint. The investigation must include a conference with the Respondent, unless Respondent refuses to, or otherwise will not, attend. The Dean may extend the length of the investigation for good cause.

6.4 Voluntary Resolution

At any point during the 14 day investigation period, the Dean and the Respondent may enter into a voluntary resolution of the complaint. The voluntary resolution must be in writing and must include a description of the violation and any sanctions imposed.

6.5 Determination

By the conclusion of the investigation period, and if the Dean and the Respondent have not entered into a voluntary resolution of the complaint, the Dean must either, (a) dismiss the complaint for lack of clear and convincing evidence of a Code violation and notify the Respondent and Complainant of the dismissal; or (b) make a written determination identifying, (1) the provisions of the Code that the Dean has determined the student is guilty of violating, (2) the facts establishing the violation(s), and (3) the sanction authorized by the Code, and serve a copy of that written determination and notice of the right to appeal upon the Respondent and the Complainant. The notice shall contain the names of the Chairperson and the student and faculty members of the Academic and Student Affairs Committee.

6.6 Confidentiality

Although the Administration cannot guarantee absolute confidentiality, attempts will be made to keep the allegations in confidence. Only those with a demonstrated “need to know” (e.g. the Dean, the Dean’s appointed staff handling the procedures of the Code of Conduct, witnesses, if any) shall be privy to any allegation filed.

7. Appeals

Respondent may appeal from any adverse determination under this policy by serving written notice of appeal upon the Dean within 10 days after the Respondent has been served with notice of the determination. The Dean shall promptly serve a copy of the notice of appeal upon the chairperson of the Code Committee.

7.1 Stay of Disciplinary Action

The service of a notice of appeal shall stay disciplinary action unless the Chairperson of the Code Committee determines that the safety of persons or property would be jeopardized by a stay and so notifies the Dean and the student charged in writing.

7.2 Notice of Appeal Hearing

If the Respondent appeals, the Chairperson of the Code Committee shall, within 7 days of the service of the notice of appeal and at least 10 days prior to the date set for the hearing, serve notice of the time and place for the appeal hearing, and notice of the

names of the members of the Code Committee who will hear the appeal, upon the Dean and the Respondent.

7.3 Scope of Review

The Code Committee shall examine the record for clear and convincing evidence of the violation. In doing so, the committee can in its discretion hear any new or additional evidence submitted by students, the Dean, or any other person. In addition, the committee on its own motion can invite persons to submit evidence. If the committee finds that the violation has not been established by clear and convincing evidence the committee shall dismiss the complaint. If the committee believes that a violation has been established by clear and convincing evidence, it will examine the sanction imposed to determine whether it is appropriate. If the committee finds that the sanction imposed is not appropriate, the committee may assess any less or more severe penalty authorized by the Code.

7.4 Finality of Committee's Decision

The decision of the Code Committee shall be final and not subject to reconsideration, except on the grounds of newly-discovered evidence. Request for reconsideration must be served upon the Chairperson of the Code Committee within 30 days from the date of its decision. The Chairperson shall determine whether to grant the request. If the request is granted the committee shall hold an additional hearing. It shall give notice of the hearing as prescribed by these rules for the initial hearing. The hearing shall proceed in accordance with the rules governing initial hearings.

7.5 Majority Vote

Unless otherwise specified all actions of the Code Committee shall be by vote of a majority.

7.6 Appeal Hearing Procedures

- **Hearing Format.** Hearings may be held in person, or in the case of a hybrid program student via telephone or video meeting.
- **Composition of Code Committee.** The full, five-member Code Committee shall hear the appeal. The Code Committee shall consist of the Chairperson of the Academic and Student Affairs Committee, who will also serve as Chairperson of the Code Committee; two of the faculty members appointed by the Dean to serve on the Academic and Student Affairs Committee; and two students appointed by the President of the Student Bar Association to serve on the Academic and Student Affairs Committee. If any faculty member of the Academic and Student Affairs Committee, including the Chairperson of the Academic and Student Affairs Committee, is unable or unwilling to serve as a member of the Code Committee for a given appeal, the Chairperson of the Code Committee shall name any willing and able faculty member as a replacement. If any student member of the Academic and Student Affairs Committee is unable or unwilling

to serve as a member of the Code Committee for a given appeal, the President of the Student Bar Association shall name any willing and able student as a replacement.

- **Objections.** Once the Chairperson of the Code Committee for a given appeal has served notice on the Dean and the Respondent of the names of the members of the Code Committee who will hear the appeal, the student charged will have five days to object for good cause to the participation in the hearing of any members of the Code Committee. If the Chairperson sustains an objection to a faculty member, the Chairperson shall appoint a substitute faculty member. If the Chairperson sustains an objection to a student member, the Chairperson shall ask the President of the Student Bar Association to appoint a substitute student member. Once the Chairperson of the Code Committee for a given appeal has served notice on the Dean and the Respondent of the names of the substitute member(s), the student charged will have five days to object for good cause to the participation in the hearing of any substitute member. The objection and replacement process will continue until the student charged no longer objects, or until the Chairperson of the Code Committee determines that the student charged does not have good cause for objection to the participation in the hearing of any member of the Code Committee, whichever occurs first. The Chairperson of the Code Committee is the final authority on what constitutes good cause.
- **Open Hearing.** The hearing shall be closed to the public unless the student charged requests that it be open. However, at the request of the Chairperson of the Code Committee, the Dean of Students may attend any hearing, and may be present in person while the Code Committee deliberates, in order to aid the Code Committee in assessing the feasibility of appropriate sanctions and/or remedial measures.
 1. **Record.** A verbatim record of the hearing shall be made through transcription or by electronic recording. A transcript or tape recording shall be furnished to Respondent upon request to the Chairperson of the Code Committee within 5 days after the hearing.
 2. **Representation.** The Respondent may represent himself or herself at the hearing or may be represented by a person of his or her choice at Respondent's expense. References hereafter to the student shall include his or her representative.
 3. **Evidence.** Any oral or documentary evidence may be received by the committee, but the findings of the committee must be based on reliable evidence. The Chairperson of the committee may prohibit the introduction of irrelevant or unduly repetitious evidence, or unreliable information.
 4. **Order of Hearing:**
 - a. **Opening Statements.** The Dean and the Respondent shall state the issues upon appeal and the contentions of each.

- b. **Presentation of Evidence.** The Dean shall proceed first with the presentation of evidence, followed by the Respondent.
- c. **Questioning.** A witness may be questioned by the Dean, by the Respondent, or by members of the committee.
- d. **Rebuttal.** Following the presentation of evidence by the Respondent, the Dean may offer evidence in rebuttal. The Respondent may then offer evidence in surrebuttal.
- e. **Closing Statements.** After all the evidence has been presented, closing statements may be made by the Dean and then by the Respondent.
- f. **Continuance.** If either the Dean or the Respondent asserts surprise by any evidence presented, the Chairperson may grant a reasonable continuance in order to enable the surprised party to obtain evidence to meet the surprise.
- g. **Reopening.** In the interest of justice, the Chairperson of the committee may permit either the Respondent or the Dean to offer rebuttal evidence or to reopen that person's case-in-chief.

7.7 Decision of the Committee

The committee shall make its decision within 10 days of the hearing. The decision shall be in writing and shall state the determinations of the committee. The Chairperson shall serve a copy of the decision upon the Dean, the Respondent, and the Complainant. Any disciplinary penalty approved by the committee shall go into effect upon service of the notice upon the Respondent.

8. Good Standing Letter

If a student has been charged with a violation of the Student Code of Conduct, but the complaint has been dismissed under Section B.6.2, Section B.6.5, or Section B.7.3, the Registrar may issue a Good Standing Letter, at the student's request, without including any reference to the complaint.

If the complaint has been voluntarily resolved under Section B.6.4, or if the Dean has determined that the student is guilty of violating one or more provisions of the Code under Section B.6.5, the Good Standing Letter must include a statement that the student has been subject to disciplinary action. However, if the time to file a notice of appeal pursuant to Section B.7, has not yet run, the Registrar will not issue a Good Standing Letter until the time to file a notice of appeal has run and the student has not filed such a notice, or until the student has notified the Dean that s/he will not appeal, whichever occurs first.

If the student has timely filed a notice of appeal pursuant to Section B.7, the Registrar will not issue a Good Standing Letter until the appeal has been decided. If, on appeal, the Code Committee determines pursuant to Section B.7.3, that the student is guilty of

violating one or more provisions of the Code, the Registrar's Good Standing Letter must include a statement that the student has been subject to disciplinary action.

9. Amendments

This Code may be amended only after an open meeting for all students to discuss the proposed amendments.

10. Construction

Nothing herein shall be interpreted in a manner inconsistent with the ABA Standards for Approval of Law Schools or any other relevant accreditation standards, as amended from time to time.

C. Other Policies and Conduct Unbecoming a Law Student

Mitchell Hamline School of Law has promulgated other policies that prescribe expectations for academic, professional, and social conduct. Violations of law school policies that contain a specific procedure for addressing violations will be handled through the prescribed procedure. In particular, students should review the Non-Discrimination and Non-Harassment Policy, Hate Crimes and Bias Incidents Policy, Sexual Misconduct Policy for Students, and additional policies included in the Catalog.

In addition, while a pattern of behavior or pattern of conduct that raises significant concerns about the student's character or fitness for admission to practice law constitutes a violation the Student Code of Conduct, single instances of conduct unbecoming a law student may be subject to administrative action by the law school without resort to the Student Code of Conduct. Such actions may include but are not limited to:

- **Grade Reduction:** The student's grade in a course may be reduced if the violation occurs during class meeting hours, during examination or other evaluation periods, involves online or in-person communications between students or faculty relating to that course, or occurs in the course of a student's interaction with non-Mitchell Hamline students or faculty when the student is engaged in completing work for that course.
- **Letter of Reprimand:** A letter of reprimand by the Dean or Dean's designee may be placed in the student's file.
- **Bar Notification:** The Dean may notify the bar authorities in the state in which the student applies to be admitted to the bar describing the conduct.
- **Counseling Requirement:** The Dean or Dean's designee may require that a student obtain counseling or evaluation for substance abuse, mental health issues, anger management, or other issues, as a condition to continuing his or her coursework for the semester.
- **Holds:** A hold may be placed on a student record for failure to comply with certain requirements. A hold may prevent a student registering for an upcoming

term, accessing grade information, or obtaining transcripts or other official records.

Additional Policies

Change of Name or Directory Information

Students should notify both the Office of the Registrar of changes of name, address, or home or work telephone numbers. A copy of original documentation is necessary for name changes. Students should submit the change of address form found on the [Forms page of the Office of the Registrar's website](#).

Class Recording Policy

Students may not record classes (e.g., with a portable recording device, smartphone, etc.) without permission from the professor(s) in question, or the Office of the Dean of Students.

Please note that students who arrange to have a class recorded will still be considered absent from the class.

The Learning Technology Law will record classes upon request from:

- the Office of the Dean of Students, in the case of disability accommodations, religious holidays, and personal/family emergencies.
- the faculty member, at his/her discretion.

Requests from faculty members should be submitted through the [Class Recordings Request Form](#) available on Mitchell Hamline's website. If you have questions regarding this form, please feel free to contact the Learning Technology Lab at lhl@mitchellhamline.edu or x6373

Communications

Mitchell Hamline School of Law utilizes several means to communicate information, announcements, and opportunities to the law school community. The primary tools are listed below.

A. Email

Each student is provided a Mitchell Hamline email account after the fee and enrollment agreement is submitted to the law school. Students are responsible for all information communicated through this official Mitchell Hamline email account. Students who encounter malfunctions with that account should contact the Information Technology department for assistance it@mitchellhamline.edu.

B. Mitchell Hamline School of Law Website

The [Current Students page](#) of the Mitchell Hamline website includes substantial information that will be relevant to students from the first year through graduation. Students should check this website for course and registration information, exams scheduling, accommodations, academic calendars, and much more. Access to webpages of specific offices, services, and programs is available through the Departments tab located on the left side. The school posts information about weather related campus closing or other adjustments to normal operations on this page.

In addition to email, [The Docket](#) section of the Current Students page is another important informational resource. Students are responsible for information posted on The Docket and are expected to check it routinely. Students may choose to receive postings via email by [subscribing to the Docket](#). Students may submit an announcement The Docket by filling out a [Submit Student News Announcement form](#).

C. Law School Catalog

The Mitchell Hamline School of Law Catalog contains the official publication of academic and student affairs rules, policies, and procedures of the law school. It is updated on an annual basis but changes can be made at any time during the year. Students will be notified of changes via email and one or more announcements posted on The Docket.

Students who wish to propose changes to the Catalog must submit their proposals to the Communications Committee of the Student Bar Association for review. If the Communications Committee deems a proposal worthy of further consideration by the faculty, the Committee will inform the Student Bar Association President, who will then present the proposal to the Dean of Students within 30 days of the date the proposal was submitted to the Committee. The Dean of Students will review the proposal and within 30 days of receiving the proposal, make a recommendation to the appropriate faculty committee on whether to adopt, reject, or amend the proposal.

Drug and Alcohol Policies

A. Drug and Alcohol Free Campus Policy

1. Introduction

Mitchell Hamline School of Law recognizes drug and alcohol abuse among the major health hazards in our society. It further recognizes the debilitating consequences such abuse can inflict upon students, employees, the legal community, and the community at large. It is the school's desire to maintain a safe, healthy, and productive work place and learning environment for its students, faculty, and staff.

The abuse of drugs and alcohol represents a serious threat to an individual's mental, emotional and physical health. Health risks from chemical abuse include drowsiness, disorientation, hallucinations, depression, convulsions, coma and death. Similarly, there are significant health risks associated with the abuse of alcohol. Mitchell Hamline School of Law provides assistance and guidance to individuals who need help. Contact the Office of Student Services, or Counseling Services 651-290-8656, to identify appropriate resources.

2. Policy Statement

Federal law requires that, as a condition of receiving funds or any other form of financial assistance under any Federal program, including student financial aid, an institution of higher education must adopt and implement a program to prevent the unlawful possession, use, or distribution of illicit drugs and alcohol by students and employees. In addition, federal contractors and federal grant recipients are required to establish and maintain drug-free awareness programs in the workplace.

This policy shall be enforced consistent with the rights and responsibilities set forth in the Student Code of Conduct and applicable standards and procedures for faculty and staff.

- a. No student, faculty, or staff member of Mitchell Hamline School of Law may unlawfully manufacture, dispense, possess, use, or distribute alcohol or illicit drugs on school property or as part of any of its activities. In addition, faculty and staff members are prohibited from reporting for work or from working under the influence of controlled substances. As a condition of employment, employees are required to notify the school of any criminal drug statute conviction for a violation occurring in the workplace no later than 5 days after the conviction.
- b. Disciplinary sanctions shall be imposed on students, faculty, and staff who violate Section 2.a, above. The application of any disciplinary sanction shall be dependent upon the seriousness of the offense and the presence or absence of mitigating factors.
- c. Sanctions for students include, but are not limited to:

- i. Expulsion from the school.
 - ii. Suspension from the school.
 - iii. Record of violation entered into student's file, which may, in turn, be reported to the applicable State Board of Law Examiners.
 - iv. Drug or alcohol dependency treatment and counseling as a condition of remaining in or returning to the school.
 - v. Referral to the State or Federal Government for prosecution.
- d. Sanctions for faculty and staff members include, but are not limited to:
- i. Termination of employment with the school.
 - ii. Suspension from employment.
 - iii. Record of violation entered into faculty or staff member's file, which may, in turn, be reported to the applicable Board of Professional Responsibility.
 - iv. Drug or alcohol dependency treatment and counseling as a condition of continued employment.
 - v. Referral to the State or Federal government for prosecution.

3. Resources

Below is a list of low cost drug or alcohol counseling, treatment, rehabilitation or re-entry programs that are available in the area:

Lawyers Concerned for Lawyers

Court International Building
2550 University Avenue West
Saint Paul, MN
55114
651-646-5590

First Call for Help

404 South 8th Street East
St. Paul, MN
Call: 211

Hazelden Betty Ford Foundation

680 Stewart Avenue
St. Paul, MN
55102
1-866-881-1875

Regions Hospital Alcohol and Drug Abuse Programs

445 Etna Street,
Suite 55
Saint Paul, MN

55106
651-254-4804

Alcoholics Anonymous

608 7th St. W.,
Saint Paul, MN
55102
651-227-5502

4. Possible Health Risks of Drug Use/Abuse

Marijuana

Possible Signs of Use/Abuse: Increased heart and pulse rate; bloodshot eyes; increased appetite; dryness in the mouth and throat; hallucinations, paranoia or panic; impaired memory; and altered sense of time; and decreased concentration, reaction time, and coordination.

Possible Health Risks of Use/Abuse: Damage to heart, lungs, brain and nerve cells; lung cancer; memory disorders; interference with psychological maturation; temporary loss of fertility in both women and men; psychological dependence; and bronchitis, infections, colds, and other viruses. For pregnant women: premature birth or low birth weights.

Cocaine/crack

Possible Signs of Use/Abuse: Euphoria; dilated pupils; narrowing of blood vessels; increased blood pressure, heart rate, breathing rate, and body temperature; decreased appetite; insomnia; runny nose; violent, erratic, or paranoid behavior; sweating; anxiety; and tremors.

Possible Health Risks of Use/Abuse: Malnutrition, respiratory problems; addiction; stroke; liver problems; seizures; heart and respiratory failure; psychosis; coma; convulsions; and sexual dysfunction. For users who share or use non-sterile needles to inject cocaine: tetanus, hepatitis, or HIV/AIDS.

Steroids

Possible Signs of Use/Abuse: Sudden increase in muscle and weight; increase in aggression and combativeness; violence; hallucinations; depression; jaundice; purple or red spots on body, inside mouth, or nose; swelling of feet or lower legs (edema); tremors; and bad breath. For women: breast reduction, enlarged clitoris, facial hair, baldness, and deepened voice. For men: enlarged nipples and breasts, testicle reduction, enlarged prostate, and baldness.

Possible Health Risks of Use/Abuse: High blood pressure; liver and kidney damage; heart disease; increased risk of injury to ligaments and tendons; bowel and urinary problems; gallstones and kidney stones; and liver cancer. For men: impotence, sterility and

prostate cancer. For women: menstrual problems and sterility. For users who share or use non-sterile needles to inject steroids; hepatitis, tetanus, tuberculosis and HIV/AIDS.

Hallucinogens

Possible Signs of Use/Abuse: Dilated pupils; increased body temperature, heart rate, and blood pressure; sweating; loss of appetite; sleeplessness; dry mouth; tremors; hallucinations; disorientation; confusion, paranoia, violence; euphoria; anxiety; panic, and distorted perception of time, space and reality.

Possible Health Risks of Use/Abuse: Liver damage, convulsions; addiction with severe withdrawal symptoms; coma; death due to overdose.

Narcotics

Possible Signs of Use/Abuse: Euphoria, restlessness and lack of motivation; drowsiness; lethargy, decreased pulse rate; constricted pupils; flushing (skin appears to be reddish); constipation; nausea and vomiting; needle marks on extremities; skin abscesses at injection; shallow breathing; watery eyes; and itching.

Possible Health Risks of Use/Abuse: Pulmonary edema; respiratory arrest; convulsions; addiction; coma; death due to overdose. For users who share or use unsterile needles to inject narcotics: tetanus, hepatitis, tuberculosis and HIV/AIDS.

Stimulants

Possible Signs of Use/Abuse: Increased alertness; excessive activity; agitation; euphoria; excitability; increased pulse rate; blood pressure and body temperature; insomnia, loss of appetite; sweating; dry mouth and lips; bad breath; disorientation; apathy; hallucinations; irritability; and nervousness.

Possible Health Risks of Use/Abuse: Headaches; depression; malnutrition; hypertension; psychosis; cardiac arrest; damage to the brain and lungs; convulsions; coma; death.

5. Federal Laws and Penalties

See [Title 21 USC Controlled Substance Act – selected provisions](#)

6. Minnesota Laws and Penalties

Examples of Minnesota Drug Laws and Penalties

(Note: Fines and sentences may be higher than stated in the examples below. Check statutes for updated information.)

First Degree [Minn. Stat. §152.021](#)

Sale: 17+ grams of cocaine or methamphetamine, 10+ grams of heroin, 50+ grams of other narcotic drug, 200+ doses hallucinogen, or 25+ kilos marijuana.

Possession: 50+ grams cocaine or methamphetamine, 25+ grams of heroin, 500+ grams of other narcotic drug, 500+ doses hallucinogen, 50+ kilos marijuana or 500+ marijuana plants.

Penalty: 0 to 40 years, 4 year mandatory minimum if prior drug felony; up to \$1,000,000 fine.

Second Degree [Minn. Stat. §152.022](#)

Sale: 3+ grams cocaine or methamphetamine, 10+ grams of a narcotic drug other than heroin, 50+ doses hallucinogen, 10+ kilos marijuana, or sale of a Schedule I or II narcotic drug of 5+ doses hallucinogen or methamphetamine either to a person under 18 or in a school zone, park zone, or public housing zone.

Possession: 25+ grams cocaine or methamphetamine, 6+ grams of heroin, 50+ grams of other narcotic drug, 100+ doses hallucinogen, 25+ kilos marijuana or 100+ marijuana plants.

Penalty: 0 to 40 years, 3 year mandatory minimum if prior drug felony; up to \$500,000 fine.

Third Degree [Minn. Stat. §152.023](#)

Sale: Narcotic drug, 10+ doses hallucinogen, 5+ kilos marijuana, or sale of any Schedule I, II, or III drug (except a Schedule I or II narcotic drug or marijuana) to a person under 18 or employment of person under 18 to sell the same.

Possession: 3+ grams heroin, 10+ grams of other narcotic drug, 10+ kilos marijuana, and any amount of a Schedule I or II narcotic drug or LSD or methamphetamine or 5+ kilos marijuana in a school zone, park zone, or public housing zone.

Penalty: 0 to 20 years; up to \$250,000 fine.

Fourth Degree [Minn. Stat. §152.024](#)

Sale: Any Schedule I, II or III drug (except marijuana), or sale of marijuana in a school zone, park zone, or public housing zone or any Schedule IV or V drug to a person under 18 or conspiracy for the same.

Possession: 10 doses hallucinogen, any amount of a Schedule I, II or III drug (except marijuana) with the intent to sell it.

Penalty: 0 to 15 years; up to \$100,000 fine.

Fifth Degree [Minn. Stat. §152.025](#)

Sale: Marijuana, or any Schedule IV drug.

Possession: All Schedule I, II, III, IV drugs except 42.5 grams or less of marijuana. Any prescription drugs obtained through false pretenses or forgery.

Penalty: 0 to 5 years; up to \$10,000 fine.

Examples of Minnesota Alcohol Laws and Penalties:

Driving While Impaired:

1st degree driving while impaired, [Minn. Stat. §169A.24](#)

2d degree driving while impaired, [Minn. Stat. §169A.25](#)

3d degree driving while impaired, [Minn. Stat. §169A.26](#)

4th degree driving while impaired, [Minn. Stat. §169A.27](#)

Possession by Persons Under 21:

[Minn. Stat. §340A.503](#)

[Minn. Stat. §340A.703](#)

Furnishing Alcohol to Persons Under 21:

[Minn. Stat. §340A.503](#)

Party Ordinance:

[St. Paul Ordinance](#)

B. Alcohol Use

The use of alcoholic beverages on campus is prohibited. Exceptions may be approved for law school- or student group-sponsored activities such as receptions and other special events. When an exception is approved, such beverages are limited to wine and beer, and non-alcoholic beverages also must be available. All requests for exceptions must have a campus sponsor (staff or faculty member) and be approved in writing by the Dean of Students and the Vice President for Finance. To begin the process, obtain an approval form in the Finance Office.

Financial Aid Code of Conduct

The Higher Education Opportunity Act conditions the eligibility of educational institutions to participate in Title IV programs on the development of and compliance with a code of conduct prohibiting conflicts of interest for its financial aid personnel [HEOA § 487(a)(25)]. Mitchell Hamline School of Law's officers, employees and agents are required to comply with this code of conduct. The following specific provisions bring Mitchell Hamline School of Law into compliance with the federal law [HEOA § 487(e)].

A. Ban on Revenue Sharing Arrangements

Neither Mitchell Hamline as an institution nor any individual officer, employee or agent shall enter into any revenue-sharing arrangements with any lender.

B. Gift Ban

No officer or employee of Mitchell Hamline who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or agent who has responsibilities with respect to education loans, or any of their family members, shall solicit or accept any gift from a lender, guarantor, or servicer of education loans. For purposes of this prohibition, the term "gift" means any gratuity, favor, discount, entertainment, hospitality, loan, or other item having a monetary value of more than a de minimus amount.

An officer or employee of Mitchell Hamline who is employed in the Financial Aid Office or who otherwise has responsibilities with respect to education loans, or an agent who has responsibilities with respect to education loans, shall not accept from any lender or affiliate of any lender any fee, payment, or other financial benefit (including the opportunity to purchase stock) as compensation for any type of consulting arrangement or other contract to provide services to a lender or on behalf of a lender relating to education loans.

C. Interaction with Borrowers

Mitchell Hamline shall not, assign, through award packaging or other methods, the borrower's loan to a particular lender; or refuse to certify, or delay certification of, any loan based on the borrower's selection of a particular lender or guaranty agency.

Mitchell Hamline shall not request or accept from any lender any offer of funds to be used for private education loans, including funds for an opportunity pool loan, to students in exchange for the institution providing concessions or promises regarding providing the lender including

- specified number of loans made, insured, or guaranteed under Title IV;
- specified loan volume of such loans; or

- preferred lender arrangement for such loans.

Mitchell Hamline School of Law shall not request or accept from any lender any assistance with call center staffing or Financial Aid Office staffing.

D. Advisory Board Compensation

Any employee who is employed in the Financial Aid Office, or who otherwise has responsibilities with respect to education loans or other student financial aid, and who serves on an advisory board, commission, or group established by a lender, guarantor, or group of lenders or guarantors, shall be prohibited from receiving anything of value from the lender, guarantor, or group of lenders or guarantors, except that the employee may be reimbursed for reasonable expenses incurred in serving on such advisory board, commission, or group.

E. Fraud by a Student

After conducting the review of a FAFSA, any credible information indicating that an applicant for Title IV, HEA program assistance may have engaged in fraud or other criminal misconduct in connection with his or her application. Students will be referred to the Office of the Inspector General of the Department of Education for investigation. The type of information that an institution must refer is that which is relevant to the eligibility of the applicant for Title IV, HEA program assistance, or the amount of the assistance. Examples of this type of information are:

- i. False claims of independent student status;
- ii. False claims of citizenship;
- iii. Use of false identities;
- iv. Forgery of signatures or certifications; and
- v. False statements of income;

F. Fraud by the School

The school may be referred to the [Office of the Inspector General of the Department of Education](#) for investigation of any credible information indicating that any employee, third-party servicer, or other agent of the institution that acts in a capacity that involves the administration of the Title IV, HEA programs, or the receipt of funds under those programs, may have engaged in fraud, misrepresentation, conversion or breach of fiduciary responsibility, or other illegal conduct involving the Title IV, HEA programs.

Financial Aid Satisfactory Academic Progress Policy

Federal financial aid regulations require all students who receive Title IV federal financial aid and/or Minnesota Office of Higher Education (OHE) funds to maintain good academic standing and a satisfactory pace in the progress toward their degree. These regulations apply to all attempted coursework including coursework for which the student did not receive financial aid. A student who does not meet Financial Aid Satisfactory Academic Progress standards (FA SAP) may lose federal and or state financial aid eligibility, but may regain eligibility when the standards are again met, or with an approved appeal.

For the full text of this important policy, see the [Financial Aid Satisfactory Academic Progress Policy](#) on the Financial Aid Office website.

Information and Technology Use and Educational Facilities

A. Information and Technology Policy Statement

Mitchell Hamline School of Law encourages use and application of technology to enhance students' legal education. Tools include, but are not limited to, computers, telephones, library databases, software, e-mail, and Internet. Access to various technology tools available at the School is a privilege extended to current students and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and School policies. The School reserves the right to access information in its technology tools for business purposes. Business purposes may include day-to-day management of the systems; monitoring user performance or productivity where applicable; and investigating possible violations of law school policies, such as sexual harassment, the unauthorized disclosure of confidential information, misuse of School resources or property, or a violation of law. There is no privacy nor expectation of privacy associated with a user's account. The School reserves the right to extend, limit, restrict, or deny privileges or access to its technology tools.

B. Security

Users are expected to keep passwords confidential, and user passwords may be overridden by the School as necessary for business or administrative reasons. The student to whom an account is assigned is the only person authorized to use the account. Please report any unauthorized use of your account to the Information Technology Director.

C. Usage

Accounts will be terminated twelve (12) months after the end of the last semester in which the student was enrolled. User access may be suspended or terminated by the School at any time, with or without notice, for violation of this or other School policies.

In your final year, IT will create an Alumni email account that you can begin using at that time. It will be available for your use for as long as you keep it active.

D. Acceptable Uses/Limitations

Examples include but are not limited to:

- The School's technology tools are to be used primarily for School business purposes. Students are permitted to use technology tools in a prudent manner

for personal use as long as it does not interfere with the use of technology by other members of the School community.

- Users do not own accounts on School computers, but are granted the privilege of use. The School may revoke this privilege if policies are not followed. Users may not share their accounts with others and must keep account passwords confidential.
- The School cannot guarantee that messages or files created, stored, received or sent through School technology systems (including computers, telephones, hard drives, disks, etc.) are private or secure. The School may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary actions against the user.
- Users must adhere strictly to software licensing agreements and copyright laws.
- Only software that has been authorized by the School may be loaded or used on any School computer. The Information Technology Services Department is responsible for loading or removing any software.

E. Prohibited Conduct

Examples include, but are not limited to:

- Sending, posting, storing, or accessing harassing, pornographic, obscene, offensive, or otherwise inappropriate information or material.
- Deliberate attempts to access files or information that the user is not authorized to access.
- Downloading personal music or videos due to the impact on system performance.
- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Use of School resources for any commercial activity or for-profit services.
- Any attempts to disable or compromise the security of information contained on the School's computers.
- Copying software protected by copyright.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailings to newsgroups, mailing lists, or individuals.
- Unauthorized broadcasting of unsolicited mail or information.
- Attempts to disrupt, subvert, or circumvent the School's access to any data, communications, systems, files, or passwords.
- Posting a message on an Internet bulletin board, World Wide Web document, or any publicly available Internet site which might be interpreted as stating a School position or policy, without express advance approval of the President and Dean, unless the message clearly indicates that it reflects only the views of the author and not the School.

F. Violations

Any suspected violation of this policy should be directed to the Dean of Students. Violations may result in disciplinary action.

G. Questions

Users of the School's technology tools are encouraged to ask questions and understand the topics covered in this policy. Questions should be directed to the Dean of Students.

Parking Policy, Violations/Sanctions, and Safety Tips

A. Parking Policy

Possession of a Mitchell Hamline School of Law parking permit does not guarantee the permit holder a parking space; it merely guarantees your right to seek, and park in, an available spot in accordance with the following policies.

There are various restrictions on parking on the streets near the law school. These restrictions are designed to ensure that parking is available for the residents of the neighborhood. It is important that all Mitchell Hamline students respect these restrictions because it is a way for the law school to be courteous and respectful of the people with whom we share the neighborhood.

From time to time the City of Saint Paul may post signs restricting parking on neighborhood streets. During the winter, parking is restricted on plow routes. Please be aware of these restrictions and respect them.

MHSL provides parking on its property (“Summit Lot” and “Portland Lot”), and has an agreement to use spaces located across Victoria Avenue in the Summit Avenue Assembly of God Church lot (“AOG Lot”), and an agreement to use the House of Hope Church parking lot located on the corner of Summit and Grotto (the “Grotto Lot”). Collectively, the “MHSL Parking Lots.”

All second, third and fourth year students who desire to park in the Summit, Portland or AOG Lots must apply for a permit (“Campus Parking Permit”). The fee for a permit is \$50.00 for the academic year (August 1 through July 31). All first year students may apply for a Grotto Lot parking pass (“Grotto Lot Permit”), which is valid only for the Grotto Lot. Permits for the Grotto lot are free for first year students and other students who do not want to purchase the Campus Parking Permit; however, parking in the Summit, Portland or AOG Lots with the Grotto Permit may result in tagging, towing, or both. The Facilities Department maintains a complete list of the permits issued.

In the northwest corner of the Summit Lot is a designated parking area for motorcycle parking.

Parking in the Portland Lot is restricted to faculty and staff during the day, Monday through Friday, 8 a.m. to 5 p.m. After 5 p.m., students with a valid Campus Parking Permit are permitted to park in the Portland Lot.

The AOG Lot is open for faculty, staff, and students with valid Campus Parking Permits, except on Wednesdays after 5p.m. and on days when the lot is posted for church

parking only due to special events (weddings, funerals, etc.). Vehicles with Campus Parking Permits parked in the AOG Lot on Wednesdays after 5 p.m., or when it is posted for church parking only, may be ticketed and/or towed at the vehicle owner's expense.

Grotto Lot is available for first-year students with Grotto Permits; however, faculty, staff, or students with valid Campus Parking Permits may also park in this lot.

All vehicles parked in one of the MHSL Parking Lots during building hours, Monday through Friday, must prominently display an appropriate parking permit or temporary permit on the rearview mirror or dashboard. Unless a student is going out of town for a school related activity, no overnight parking is allowed in the law school parking lots. Overnight parking must be approved by David Hellermann:
david.hellermann@mitchellhamline.edu

Permits may only be sold by the law school and not offered for resale or exchange between, among, or by individuals. Anyone engaging in such activities will have their permits revoked and may be subject to disciplinary action.

Limited reserved parking is identified in the Summit and Portland Lots and may include temporarily reserved spaces for board members, judges and special event speakers. Handicap spaces are designated in each lot. Anyone parking in a reserved space improperly may be subject to ticketing and/or towing.

A vehicle occupying a handicapped space must clearly display a handicapped license plate or a window permit issued by the State of Minnesota. Vehicles not displaying the appropriate handicapped plate or permit or displaying the appropriate signage but not being driven by or used for transporting the person to whom the permit is issued are ticketed by the St. Paul Police Department. Fines can exceed \$200 and permit privileges can be revoked for inappropriate use of designated handicapped parking. Minnesota state law requires enforcement of handicapped parking spots on a 24 hours per day, 7-day a week basis, including holidays.

The school issues Campus Parking Permits to all regular part-time and full-time faculty and staff. They are valid for each employee's term of employment at the school. Based on availability, visitors to the law school are issued temporary guest permits at the security desk. These permits must be prominently displayed on the vehicle dashboard while the vehicle is in the lot. Visitors not displaying their guest permits will be subject to ticketing and/or towing.

During final exam periods, open parking is permitted.

These regulations are subject to change; however, every effort will be made to provide timely notification. Any policy changes, additions, or special instructions will be posted online and on the Video Messaging System.

B. Towing of Vehicles from MHSL Parking Lots

Vehicles parked on any MHSL parking lot may be towed for the following reasons:

1. Parking at any yellow curb or other area designated as a no-parking zone;
2. Unauthorized parking in any reserved spot; or
3. Parking in any MHSL parking lot when the vehicle does not prominently display a valid Campus Parking Permit.

C. Parking Violations

MHSL will issue tickets for all parking violations as follows:

- First offense: warning;
- Second offense: \$15.00;
- Third offense: \$30.00;
- Fourth offense: \$50.00 and the vehicle is subject to booting/towing, and the permit is revoked for the remainder of the fiscal year.

D. Parking Lot Security Tips

- Drive slowly through campus parking lots at a speed of less than 5 mph
- Lock all doors and close all windows. Don't leave valuable items in plain sight.
- Park in well-lit areas.
- Emergency call boxes are available at several of the outside perimeter entrance doors.
- Report crimes or suspicious individuals to security at 651-290-6330 or 651-227-9171 or by radio at 651-224-8763.
- Report ice or maintenance problems to security at 651-290-6330 or 651-227-9171 or by radio at 651-224-8763.
- Don't walk alone at night. Call security at 651-290-6330 or 651-227-9171 or by radio at 651-224-8763 for an escort.

Poster and Distribution Policy

The Poster and Distribution Policy is designed to limit the amount of non-student-sponsored literature on campus and to maintain an orderly appearance while reducing maintenance costs (painting, wallpapering, etc.) of campus buildings.

1. Print posters/signage (primarily used to advertise events) are not allowed in the front entrance or elsewhere in the school. High-quality digital monitors are available through which departments, groups, programs, and institutes can advertise events. There is an exception for directional or other signage the day of an event.
2. To the extent feasible, Marketing will continue to support the types of events it has supported in the past and will do design work to create digital posters. If Marketing cannot support an event, Marketing will provide a template that can be completed to have an event promoted on the digital monitors.
3. Notices, posters, or any other signage are not allowed on painted, glass, or wallpapered surfaces or on windows or doors.
4. Any outside (non-MHSL) notices or posters must clearly identify the author or sponsoring organization and displayed only in the designated area in Hachey Commons. No anonymous materials may be posted or distributed. All such posters or notices must be approved by the Office of Student Affairs, Facilities Manager, or the Director of Facilities prior to posting. Under no circumstances should this material be posted on campus for more than two weeks.
5. Under special circumstances, the Dean of Students may temporarily suspend these rules.

The Student Bar Association is responsible for removing unauthorized posters from Hachey Commons. The Maintenance staff is responsible for removing all unauthorized posters from other parts of the building. Organizations and departments of the law school are responsible for maintaining their designated bulletin boards.

Problematic Consensual Romantic Relationship Policy

A. Introduction and Scope

Many members of the Mitchell Hamline School of Law community form important personal and professional relationships with other members; this is as it should be. Some of these relationships are consensual and romantic in nature. While some consensual romantic relationships may be appropriate, others pose problems because they cross professional boundaries, thereby undermining the employment and educational environments that the law school seeks to provide its faculty, staff, and students.

This policy addresses consensual relationships. Nonconsensual, or unwelcome, conduct of a sexual nature is addressed in the law school's Sexual Misconduct Policy for Students found in the Policies section of this Catalog.

B. Definitions

A romantic relationship is problematic when:

1. It involves one participant who is in a position of power over the other participant, and/or
2. One participant has the ability to give employment-related or education-related preference to the other participant.

For purposes of this policy, Faculty is intended to include assistant, associate, and professor of law, resident adjuncts, adjuncts, assistant adjuncts, field supervisors, tutors, and any other roles that serve the law school in a teaching or advising capacity.

C. Policy Statement

Mitchell Hamline School of Law is committed to maintaining an academic and work environment in which the principles of mutual respect and professional ethics are honored and apparent or actual conflicts of interest, favoritism, or bias are avoided. Central to this commitment are the interactions among those in whom the law school has placed its trust to uphold these principles. This trust is put at risk when faculty, staff, or students engage in consenting romantic relationships that involve persons of unequal power.

It is a violation of this policy for a faculty or staff member to engage in a problematic consensual romantic relationship. Students are strongly discouraged from engaging in a problematic romantic relationship.

When a prohibited problematic romantic relationship arises that involves a faculty or staff member, the faculty or staff member shall promptly disclose it to the following:

1. Faculty: To the Vice Dean for Academic and Faculty Affairs or the President and Dean;
2. Staff: To the employee's manager, the employee's senior manager, the Manager of Human Resources, or the President and Dean.

The law school's response will depend on the specific situation. In all situations, the response will include amelioration of the situation. For example, where feasible a subordinate's or manager's job responsibilities may be modified. As another example, a professor-student romantic relationship will cease until the student no longer is a student in the professor's class.

Prohibited Relationships

The following are examples of problematic romantic relationships that are prohibited:

1. Faculty member and his or her student whom the faculty member currently teaches or advises.
2. Faculty member and his or her research assistant.
3. Staff member and a student over whom the staff member has an evaluative, decision-making responsibility, or where the staff member coaches or counsels the student.
4. Manager and a subordinate (including student employees) reporting directly or indirectly to that manager.

These relationships are prohibited whether or not the power is exercised or preference is given, because the appearance of bias can seriously disrupt the academic or work environment.

Strongly Discouraged Relationships

The following romantic relationships are strongly discouraged. The faculty member or manager involved must promptly disclose the relationship as set out below to determine if a conflict of interest exists and if any changes need to be implemented to maintain a culture of objectivity and avoidance of bias.

1. Faculty and a student who is not currently in the professor's class.
2. Faculty member or manager and a staff member who does not have a direct or indirect reporting relationship with that faculty member or manager.

Exclusions

Consensual romantic relationships between two co-workers where no workplace power differential exists in the workplace are not “problematic relationships” as defined by this policy.

D. Disclosure

1. Faculty: To the Vice Dean for Academic and Faculty Affairs, Manager of Human Resources, or the President and Dean;
2. Staff: To the employee’s manager, a member of the President and Dean’s Senior Leadership Team, Manager of Human Resources, or the President and Dean.

E. Disciplinary or Corrective Action

A faculty or staff member found to have committed a violation of this policy may be subject to a broad range of consequences, up to and including termination of employment. If necessary, a matter will be referred to the appropriate disciplinary authority as required by law school policy and by existing agreements with the faculty to determine what corrective action is appropriate.

F. Questions

Please direct any questions to the appropriate office: for Staff – Human Resources; for Faculty – Vice Dean for Academic and Faculty Affairs or Human Resources.

Faculty and staff are responsible for comporting themselves in a manner consistent with this policy.

Release of Information

Federal law prohibits, in most circumstances, disclosure of personally identifiable information from the student record except by written consent of the student. Federal law permits the disclosure of directory information about students without prior consent. "Directory information" includes name, address, email address, telephone number, participation in recognized activities, dates of attendance, degree and awards received, most recent previously attended school, year in law school, and part-time or full-time status. Under ordinary circumstances, lists of students are not provided to individuals and/or organizations. The school and Student Bar Association reserve the right to publish a student directory listing the names and addresses of students.

Student Certification by the Minnesota Supreme Court

The [Student Practice Rules](#) are located in [Minnesota Rules of Court](#). Eligible students may be certified by the Supreme Court to perform activities of an attorney in representing and appearing on behalf of a client. The Administrative Coordinator for Clinics and Externships handles these requests. To be eligible, a student must be currently enrolled, have completed the equivalent of two full semesters of full time study, and be in good academic standing (minimum cumulative GPA of 2.0 or 2.2, depending on applicable rules).

There are three rules under which students may be certified in Minnesota (students seeking certification from a jurisdiction other than Minnesota should contact the Externship Director):

Rule 1. General Student Practice Rule

Applies to eligible law students who appear on behalf of any state, local, or other government agency, or any indigent person who is a party to a civil action or who is accused of a crime or a petty misdemeanor. The request for certification must be made by the government agency, organization, or person representing the indigent client. A written request with the student's name and a statement that the student will be properly supervised should be sent to the Administrative Coordinator for Clinics and Externships. Students certified under Rule 1 will remain certified for one year. If certification will expire between the end of the semester and the student's graduation from Mitchell Hamline, the student must have their employer write the law school clinic administrator requesting recertification prior to the graduation ceremony to continue as a student attorney. It is the responsibility of the student to track the expiration date.

Rule 2. Clinic Student Practice Rule

Applies to eligible law students who are enrolled in a law school clinic course where representation of a client may occur. Students do not need to request certification. Names are submitted automatically through the clinic.

Rule 3. Student Observation of Professional Activities

Applies to eligible law students to observe a bar member's professional activities as part of a law school course or program for academic credit. Allows eligible law students, under the supervision of a member of the bar, to observe any and all professional activities of a member of the bar, including client communications. Communications between the client and the student shall be privileged under the same rules that govern the attorney-client privilege and work product doctrine, and the presence of the student during communications between the lawyer and client shall not, standing alone, waive these evidentiary privileges. The request for certification must be made by the law

school and filed with the Board of Law Examiners for approval. Students certified under Rule 3 will remain certified for one year, unless certification is terminated earlier pursuant to Rule 3. Law students may be re-certified for additional 12-month periods.

Student Records Policy

A. Right to Review Records

Students attending MHS� have the right to review their educational records, which consist of official records and files maintained by the school's offices. Personal files maintained by instructor or staff are excluded from coverage under this policy. Files maintained by the Security Department are confidential, except for incident reports, which may be viewed by the student involved in the incident and noted in crime statistics that must be published annually. Personal files are records that are kept in the sole possession of the maker, are used only as a personal memory aid, and are not accessible or revealed to any other person except a temporary substitute for the maker of the record.

B. Procedure for Requesting Review of Student Records

- A student's request to review their records should be made to the administrator in charge of the office in which the records are on file, or to their designee. The law school office may require the request to be in writing.
- The request is granted within a reasonable time, not to exceed 45 days after the request is made.
- The student inspects and reviews the records in the presence of the administrator in charge, or their designee.
- During the process of inspection and review, records can neither be changed nor deleted.
- The student shall be advised of their right to challenge any portion(s) of the school record and of the procedures to challenge the record.
- Upon written request, the student shall be provided with a copy of any portion(s) of their school record, with the exception of copies of transcripts and other official documents provided by other educational institutions to the law school.

C. Hearing to Challenge Contents of Records

In accordance with federal law, students shall have an opportunity for a hearing to challenge the contents of their school records to ensure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained therein.

D. Procedure for Challenging Content of Student Records

A student may request, in writing, an opportunity for a hearing to challenge the contents of their school record. A request should be made to the Dean or the Dean of Students. The request must:

- Identify in specific terms the portion(s) of the record challenged, and
- State the reason(s) for challenging the portion(s) of the record so identified; and state the remedy sought (i.e., the addition, alteration, or deletion of specific information under challenge).

The written challenge shall be maintained as part of the record or file in question until the hearing has been concluded.

E. Hearing Procedures

- The hearing may be in person, or in the case of a hybrid or EJD student, may be held via telephone or video meeting.
- The hearing is conducted by the Dean or his or her designee.
- The hearing is granted within 15 working days after the request is received.
- Prior to the hearing, the hearing officer shall notify the student and the law school official representing the record of the time, place, and date of the hearing and of the specific portion(s) of the student's school record to be challenged in the hearing.
- The law school official responsible for the student record under challenge, or their designee, shall represent that record in the hearing.
- The hearing shall be limited to a consideration of the specific portion(s) of the student's school record being challenged.
- The student has the right to be assisted by an advisor of their choice.
- The burden of sustaining the challenge rests with the student.
- The student and the law school official have the right to present evidence and witnesses directly related to the portion(s) of the student's record being challenged.
- The hearing officer shall keep a taped record of the hearing.
- The hearing officer must provide the student with a written notification of the disposition of the challenge including the reason(s) for the disposition.
- At the conclusion of the hearing, the hearing officer may make find: a) the record may stand; b) the record may be corrected; or c) the record may be deleted.

F. Access to Student Records

Students attending Mitchell Hamline School of Law have the right to know who has access to their records and the reason for that access. Accordingly, offices with students' education records must maintain a record listing the names of all parties, other than school officials with a legitimate educational interest, who requested or obtained access to and/or copies of student records. This record must be shown to students requesting such information.

Student Solicitation Policy

Any person or organization that wishes to sell to, distribute to, or solicit a response from students is defined under this policy as a solicitor and must confine these activities to Hachey Commons (that does not include the official campus food service provider). Solicitors can only be students, student organizations, or organizations not related to the law school whose product or information has a benefit directly related to the academic program of Mitchell Hamline School of Law.

Solicitors must limit activities to tables in the link between Hachey Commons and the 1953 Building. All solicitors must receive prior permission from the Dean of Students. When more than two solicitors wish to use Hachey Commons at the same time, permission will be given in the following priority: student organizations, students, then other organizations. In rare cases, solicitors may approach students in class, but only with prior approval of the professor teaching the class. All questions about this policy should be directed to the Dean of Students.

Tobacco Free Environment

Mitchell Hamline School of Law desires to provide a safe and healthy learning and working environment. Use of tobacco products and electronic delivery devices is prohibited in all campus buildings, grounds, and vehicles, except that tobacco products and electronic delivery devices may be used outside the canopy between the two Portland Avenue entrances.

Tobacco products means cigarettes and any product containing, made, or delivered from tobacco that is intended for human consumption, whether chewed, smoked, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, or any component, part, or accessory of a tobacco product. Tobacco products include but is not limited to cigarettes, cigars, pipe tobacco, other smoking tobacco, chewing tobacco, snuff, and other kinds and forms of tobacco.

Electronic delivery devices means any product containing or delivering nicotine or any other substance intended for human consumption that can be used by a person to simulate smoking in the delivery of nicotine or any other substance through inhalation of vapor from the product, and any cartridge or component part of such a product.

Weapons Policy

A. Policy Statement

It is our objective to provide an environment free of hazardous or potentially dangerous situations. With that goal in mind, Mitchell Hamline School of Law maintains a strict policy prohibiting guns and all other weapons, to the extent permitted by law. This policy applies equally to everyone, whether or not they possess permits to carry guns. The school reserves the right to search and inspect the premises and persons of anyone while in law school premises or while engaged in law school business off premises, to determine compliance with this policy.

B. Procedure

The law school does not allow anyone to carry and/or possess guns or other weapons at any time while in school's premises, except that guns (but not other weapons) are permitted in parking areas. For everyone's safety the school expects that guns stored in vehicles in the school's parking areas will be kept out of sight, unloaded, and locked in the vehicle.

Faculty, staff, and students are also prohibited from carrying and/or possessing guns or other weapons even off school premises when they are acting in the course and scope of their employment or education except as expressly permitted by law. The weapons prohibition applies, but is not limited, to times a faculty, staff, or student is:

1. Driving school vehicles for any purpose;
2. Driving privately-owned vehicles used in the course of conducting school business; or
3. Participating in any school-sponsored activity, whether business-related or not.

C. Definitions

For purposes of this policy faculty includes full-time faculty, adjunct professors, visiting professors, or any others serving the school in a teaching capacity.

D. Disciplinary or Corrective Action

If a violation of this policy occurs, timely and appropriate disciplinary or corrective action may be taken as follows:

- A faculty or staff member found to have committed a violation of this policy may be subject to a broad range of consequences, up to and including termination of employment. If necessary, a matter will be referred to the appropriate disciplinary authority as required by school policy and by existing agreements with the faculty to determine what corrective action is appropriate.

- A student found to have committed a violation of this policy may be subject to a broad range of consequences up to and including expulsion, suspension, or other appropriate action.

The school also prohibits persons other than faculty, staff, and students from carrying and/or possessing guns or other weapons at any time while on school premises. These persons include but are not limited to relatives, independent contractors, visitors, vendors, and all others, excluding on-duty law enforcement officers.

E. Reporting

Faculty, staff, and students are required to report promptly to Security any information relating to any person(s) carrying and/or possessing guns or other weapons on school premises in violation of the policy, or reasonably suspected of doing so.

F. Questions

Any questions about the weapon prohibition policy should be directed to Human Resources.

Whistleblower Policy

A. Introduction

Mitchell Hamline School of Law (the “law school”) expects its employees to perform their duties in alignment with our mission, vision, and values, and in accordance with applicable laws, regulations, and law school policy and procedures. When we discover actions or behaviors that conflict with these standards we encourage faculty, staff, or students to make a good faith report of observed or suspected misconduct or noncompliance with law or law school policy or procedure because such disclosures are vital to the well-being of the entire community. Retaliation against a person who makes such a report of a violation or suspected violation, or who participates in the fact finding, is prohibited.

Any member of the Mitchell Hamline community found to have violated this policy may be subject to corrective action.

B. Definitions

1. Under this policy, misconduct or noncompliance includes:
 - a. Violation or suspected violation of state and/or federal laws and regulations
 - b. a serious violation of law school policy
 - c. the use of law school property, resources, or authority for personal gain or other non-law school related purposes except as allowed under law school practices
2. A Good Faith Disclosure is an allegation of misconduct or noncompliance made by an individual who reasonably believes that misconduct or noncompliance may have occurred. Such a belief is reasonable if a reasonable person in the whistleblower’s position would hold such a belief, based on the facts.
3. Retaliation means any adverse action against an individual because he or she has made a disclosure or has participated in an investigation involving a reported disclosure

C. Reporting Procedure

If a student, faculty member or staff member suspects or believes that he or she has observed misconduct by a student, faculty member, staff member or any other person whom the student, faculty member or staff member encounters in the course of employment or education, the individual is encouraged to immediately report the conduct as follows:

1. Conduct by Students: To the President and Dean, the Vice Dean for Academic and Faculty Affairs, or the Dean of Students.

2. Conduct by Faculty and Staff: To the President and Dean, Human Resources, or any member of the member of the President and Dean’s Senior Leadership Team. Complaints of observed or suspected misconduct involving the President and Dean should immediately be reported to an Officer of the Board of Trustees.
3. Another means of reporting a concern to a person listed above is to complete a [Whistleblower Report Form](#), which may be submitted anonymously to Human Resources, Vice President of Finance, or the President and Dean by sending or submitting a sealed envelope addressed to the appropriate person at Mitchell Hamline School of Law, 875 Summit Avenue, St. Paul, MN 55105. However, it should be understood that any investigation may be hampered or be impracticable if the Reporting Person cannot be identified and questioned about the incident and related facts.
4. Communications made to persons other than those specified in this section are not “reports” under this policy, and thus might or might not be acted upon by the law school.
5. Any person receiving a verbal or written report pursuant to the provisions of paragraphs 1-3 above, must immediately forward the report, as follows:
 - a. If the report alleges misconduct by a student, to the Vice Dean for Academic and Faculty Affairs or the Dean of Students.
 - b. If the report alleges misconduct by a faculty or staff member, to Human Resources or the President and Dean.
 - c. If the report alleges misconduct involving the President and Dean, to an Officer of the Board of Trustees.

D. Complaints of Retaliation

Retaliation directed towards anyone who makes a report of observed or suspected misconduct or who participates in the investigation of a report is prohibited. The Reporting Procedure described above should also be used if an employee believes he or she has been subjected to retaliation.

E. Investigation of Report

Every report of observed or suspected misconduct made to any individual listed above will be promptly investigated by the Dean or the Dean’s designee.

F. Questions

Please direct any questions to the appropriate office: for Staff – Any member of the President’s and Dean’s Senior Leadership Team, or Human Resources; for faculty – President and Dean, Vice Dean for Academic and Faculty Affairs, or Human Resources; for Students – President and Dean, Vice Dean for Academic and Faculty Affairs, or Dean of Students.

Financial Information

Financial Aid

A. Financial Aid Office

The Financial Aid Office administers institutional and outside scholarships, federal and non-federal student loans, federal work-study, VA Benefits, MN GI Bill program, MN Indian Scholarship program, and Department of Rehabilitation Service benefits. The [Mitchell Hamline Financial Aid website](#) provides information including timely announcements. Students communicate with the office by e-mail, mail, and on a walk-in basis. Appointments are available.

Federal Financial aid eligibility is determined annually by the [Free Application for Federal Student Aid](#) (FAFSA). The Mitchell Hamline FAFSA School code is G02391. FAFSA applications are accepted and processed throughout the year. Federal aid includes the federal work-study program and federal student loans.

Financial aid pays for tuition, fees, books, supplies, and budgeted living expenses. Registration minimums for federal eligibility are 6 credits in the fall or spring or 2 credits in the summer semester.

Academic eligibility for federal financial aid is reviewed after each semester (see the Mitchell Hamline School of Law [Financial Aid Satisfactory Academic Progress Policy](#)). Students who do not meet financial aid satisfactory academic standards, which include either a 2.0 or 2.2 cumulative GPA (depending on applicable requirement) and/or 60% satisfactory completion of attempted credits, may not be eligible to receive financial aid. Notification of a financial aid eligibility probation, warning or ineligible status can occur at any point in the financial aid cycle. If disbursement has occurred, funds may be withdrawn and the student billed directly. Disbursement of financial aid items is through student accounts managed by the Finance Office.

B. Cost-of-Attendance (also known as the student's "budget")

1. Establishing the Cost-of-Attendance

Each year, the Financial Aid Office establishes a modest and adequate cost-of-attendance budget which includes actual tuition and fees charges, and estimates of books, supplies and living expenses. Financial aid budget details can be viewed on the [Financial Aid Office website](#).

The total cost-of-attendance is the maximum amount of financial aid available to the student. The FAFSA federal application process results in an expected family contribution (EFC) number, which is compared to the student's total budgeted cost-of-attendance. The difference between the two numbers is the student's eligibility for "need" based financial aid items. Need based financial aid items will be offered when available. Students will be offered financial aid items equal to the total budgeted cost-of-attendance which is the maximum limit for financial aid. A separate, summer cost-of-attendance is established for summer registration. J-term tuition and study abroad program costs are added to the base cost of attendance.

Financial aid availability for Study Abroad/Off-campus is based on the number of credits approved by MHSL Registrar for the course of study (must have at least 6 credits in the fall or spring or 2 in the summer to qualify for financial aid). The Study Abroad financial aid budget is based on estimated and actual costs which are determined by the host school and communicated directly to the MHSL Financial Aid Office. MHSL scholarships cannot be applied to any off-campus program, and are not portable to other schools. Early termination of your study abroad program may result in financial aid repayment. Contact the Financial Aid Office for additional details and instructions.

Study Abroad scholarships outside of the law school may be available. [FASTWEB](#) lists over 180,000 scholarships and loans available to students.

2. Adjustments to the Cost-of-Attendance

Adjustments to the estimated cost portion of the cost-of-attendance are made on a case by case basis when special circumstances are documented and submitted for consideration by the Financial Aid Office. In general, cost-of-attendance adjustments can be made for reasonable child care expenses, uninsured and non-elective medical expenses, student insurance premiums, and a one-time computer purchase.

Adjustments are specific to the school year in which they occur. Request forms for adjustments are available on the Financial Aid Office's [Forms and Additional Resources web page](#) and must be submitted with detailed documentation. Adjustments to the cost-of-attendance cannot be made for consumer debt, lifestyle choices, moving expenses or other expenses which are not specific to the academic program.

3. Federal Work-Study (FWS) Program

Federal Work-Study program eligibility is need based. Funds are limited. Work-study eligibility is awarded on a priority basis based on the April 15 FAFSA application deadline. Earning work-study eligibility replaces federal borrowing eligibility. Work-study must be applied for and approved each year. The academic year for this program begins in summer and continues through the fall and spring semesters. Student must re-apply for work-study for each academic year. On-campus earnings are limited to \$4000, off-campus earnings are limited to \$6,000. Work-study funds are paid in the form of a paycheck issued through Mitchell Hamline School of Law. To apply for work-study jobs,

review on-campus and off-campus job listings in the Career Development Symplicity area of the Mitchell Hamline Web site, or visit the Career Development Office, Room 103. Job listings are most plentiful at the start of each semester. Work-study eligibility may be earned throughout the academic year and does not require current enrollment during the summer. Please contact the Financial Aid Office for further information.

4. Scholarships and Awards

The total value of all on or off campus scholarships, grants, stipends and fellowships cannot total more than the student's total tuition charges. For example, some law review positions may include the possibility of earning a stipend. In such a case, the student holding the position may earn a portion or the entire stipend, depending on the individual student's scholarships. If, for example, a student receives scholarships which equal 100% of a student's tuition charges, she will not be able to earn any of the law review stipend. If a student is on 85% scholarship, he will be able to earn the stipend up to the total tuition charges for the academic year. This may or may not be the entire stipend. Scholarships do not pay for student fees.

5. Scholarships

The law school awards scholarships to entering students. Students retain these scholarships as long as they remain in good academic standing based on the parameters of the admissions letter. Students who do not maintain good academic standing will forfeit their scholarships effective in the fall term following the spring term after grades/rankings are made available. Other scholarships open for application during the academic year will be announced on the website. Newly available scholarships continue to be announced on the website. The total value of all scholarships cannot exceed a student's tuition costs and are not applicable to student fees. Scholarships are credited to students' accounts after the add/drop deadline for each semester. Withdrawal from the law school before the end of the semester for which a scholarship was awarded will result in the pro rata reduction of the scholarship.

6. Fellowships

Fellowships are paid to SBA officers and to Law Review editorial staff. Fellowships are included in scholarship totals. The total amount of scholarships, grants, and fellowships received cannot exceed a student's total tuition bill.

7. Outside Scholarships

Throughout the academic year, the law school receives information about scholarships from outside organizations. Scholarship announcements are published on the Financial Aid web page. All scholarship values are counted into financial aid item totals.

8. Student Loans

Mitchell Hamline participates in the federal Department of Education Direct Loan Program. Eligibility for Unsubsidized, and Graduate PLUS federal loan programs requires the annual submission of the [Free Application for Federal Student Aid](#) (FAFSA). The Mitchell Hamline federal school code is G02391. The FAFSA determines the federal loans types a student is eligible to receive. Financial aid must be applied for each academic year which begins in the summer and continues through the fall and spring semesters. No FAFSA application is required for a private non-federal loans borrowed through commercial or state lenders. International students who do not qualify for federal loans may apply for private non-federal loans. The Mitchell Hamline Financial Aid Office will process any loan and assist with any loan application. All borrowing is optional. There is no obligation to borrow any offered loan. Partial loan amounts may be borrowed.

It is the student's responsibility to complete the appropriate loan applications, promissory notes and any other processing requirements. Complete loan program details including borrower rights and responsibilities are available from lenders. The Federal Direct Loan website is located at studentloans.gov. Early application is encouraged to assure that funds are available no later than the due date established by the Finance and Student Accounts Office. Unpaid student accounts may be assessed late fees, and an academic hold may be placed by the Finance Office if funds are not received in a timely matter. See the [Student Finances website](#) for due dates and payment plan information.

Federal Direct Lending Unsubsidized Loan

- Non-need based
- \$138,500 aggregate maximum
- 6.1% fixed interest rate
- 1.059% loan origination fee
- 6-month principal repayment grace period after, graduation, student leaves school or is less than half time
- No credit check is required
- Unsubsidized loans accrue interest from initial disbursement: \$20,500 annual maximum
- All first time borrowers must complete a Loan Program Entrance Counseling session
- Borrowers who graduate or leave the law school must complete a Loan Program Exit session before their graduation will be certified or transcript will be released.

Federal Direct Lending Grad PLUS loan

- Non-need based

- No aggregate maximum: limit is the cost-of-attendance minus all other aid received
- 7.1% fixed interest rate
- 4.236% loan origination fee
- 6-month principal repayment grace period after, graduation, student leaves school or is less than half time
- Direct Lending credit approval is required. If the loan is credit denied, it is the student's responsibility to follow up with the lender. The Direct Lending program borrower assistance number is 1.800.557.7394.
- Interest accrues from initial disbursement

Private Educational Loans

Students may wish to apply for [private educational loans](#) which provide funds for J.D. and LL.M students, international students, and for bar study.

Emergency Loan Fund (ESLs)

Emergency Student Loans (ESLs) are short-term no interest loans used for extraordinary financial circumstances that may arise during a student's enrollment at the law school. Extraordinary circumstances are those that create a financial hardship that cannot be alleviated by alternative funding options. The Financial Aid Director reviews all ESL requests. For more information on ESLs, contact the Financial Aid department at finaid@mitchellhamline.edu. Please note, ESL's cannot be issued electronically via CASHNet®.

9. Other Funding Sources

VA Benefits are processed through the Mitchell Hamline Financial Aid Office. Contact the office for guidance with your benefits.

MN GI Bill is administered through the Financial Aid Office. Eligibility is determined by application through the Minnesota Department of Higher Education.

MN Indian Scholarship program is administered through the Financial Aid Office. Eligibility is determined by application through the Minnesota Department of Higher Education

10. Enrollment Certification

The Law school verifies a student's enrollment to outside interested parties for a variety of reasons. These include deferment of educational loans, insurance, and certification of enrollment status for third-party funding (e.g. VA benefits, employer reimbursement). For these verifications the Law school uses the following definitions:

Fall and Spring Semesters

- Minimum Full-time enrollment: 12 or more credits
- Minimum Half-time enrollment: 6 credits
- Less than half-time enrollment: 1 – 5 credits

Summer Session:

- Full-time enrollment: 4 – 10 credits
- Half-time enrollment: 2 – 3 credits
- Less than half-time enrollment: 1 credit

The above credit levels apply to enrollment verification only and may not be the definition for tuition billing levels. The levels for tuition billing can be found on the [Student Finances website](#). Some federal and private loan deferment eligibility requires halftime enrollment as defined by the above credit criteria.

Federal loan eligibility requires at least half time enrollment.

11. Deferment of Existing Student Loan Payments

The law school reports student enrollment electronically to the National Student Loan Clearinghouse starting 2 weeks after the start of the summer semester and continuing throughout the academic year. The start date reported is the first date of the semester. The Clearinghouse updates lender(s) with student enrollment level so lender(s) can determine eligibility for deferring loans.

Students with private non-federal loans or who have previously borrowed federal loans and are not currently borrowing federal loans should contact the Financial Aid office for in-school deferment forms.

A student who accepts financial aid, registers for classes, and does not withdraw or begin classes is not eligible to receive financial aid.

C. Study Abroad Programs and Financial Aid

Financial aid availability for Study Abroad/Off-campus programs during summer, fall or spring is based on the number of credits approved by MHSL Registrar for the course of study. Fall or spring semesters require a minimum of 6 credits, summer requires 2 credits. J-term study abroad financial aid eligibility has no credit minimum, but requires 6 credit minimum registration in either the preceding fall or following spring semester. The Study Abroad financial aid budget is based on estimated and actual costs for the program which are determined by the host school and communicated directly to the MHSL Financial Aid Office. MHSL scholarships cannot be applied to any study abroad program charges and are not portable to other schools. Early termination of your study abroad program may result in financial aid repayment. Please contact the Financial Aid Office for additional details and instructions.

D. Return of Financial Aid

A student who withdraws from school or decreases their enrollment status may receive a decrease in the institutional charges as well as a reversal of a portion/all of their financial aid, depending on timing. See Tuition and Title IV Refunds for more information.

E. Financial Aid Satisfactory Academic Progress Policy

Federal financial aid regulations require all students who receive Title IV federal financial aid and/or Minnesota Office of Higher Education (OHE) funds to maintain good academic standing and a satisfactory pace in the progress toward their degree. These regulations apply to all attempted coursework including coursework for which the student did not receive financial aid. A student who does not meet Financial Aid Satisfactory Academic Progress standards (FA SAP) may lose federal and or state financial aid eligibility, but may regain eligibility when the standards are again met, or with an approved appeal.

For the full text of this important policy, see the [Financial Aid Satisfactory Academic Progress Policy](#) on the Financial Aid Office website.

Student Accounts

Mitchell Hamline School of Law accepts payments on student accounts charges via ePayment (eCheck: no fee, credit or debit card: 2.75% fee) through your student account, by check, cash, or wire. Check payments can be made in-person, via our drop box after hours, or by mail to the address below:

Finance Office
Mitchell Hamline School of Law
875 Summit Avenue
St. Paul, MN 55105

Finance Office Hours/Location
Room 276, LEC Building
Monday–Friday | 8 am–4:00 pm

*Appointments available by e-mail request to: student.account@mitchellhamline.edu

To log into a student account, go to the [Accessing Your Student Account](#) webpage which includes instructions and other information.

Tuition and Fees

A. Tuition Costs

Students are required to view their student account financial status online to determine if an outstanding balance exists on their account, requiring a payment to be made. To view your student account, login to the student record login page and click on the My Student Account tab. Monthly statements will not be distributed, instead [tuition and fees](#) are posted online and real time updates are available through [Student Records](#).

B. Mandatory Fees

The following fees are mandatory and are assessed in both the Fall and Spring semesters:

- Student Bar Association fee
- Printing Fee
 - Each student will be charged fees for 250 pages (double-sided pages count as two).
 - Any additional pages can be purchased via cash, check or credit card at the Library Circulation Desk in increments of \$10.
 - All unused pages will remain on students' accounts until one year after graduation. After one year the unused pages are forfeited and removed from the students' account.
 - Students may not opt out of this program
- Technology Fee
- The Integrated Bar Readiness Program Fee. This fee is used to provide students with a bar readiness program that is integrated throughout the curriculum and delivered throughout the student's law school career at Mitchell Hamline School of Law. This fee is billed a maximum of six semesters during your enrollment in law school.

C. Other Fees

- Official Transcript – See [How To Order A Transcript](#)
- Late Fees (See Section D.1 below)
- Auditing fees for Alumni: contact office of Alumni Affairs
- Auditing fees for Students and non-Alumni holding a J.D.: contact the Office of the Registrar to determine availability of courses and cost.

D. Payment, Payment Plans, and Refunds

1. Time of Payment and Finance Charges (Late Fees)

The payment of tuition and any mandatory and/or elected fees becomes the obligation of the student at the time of registration. Mitchell Hamline School of Law bills students at the beginning of each term.

Payment is due the first business day after the refunds of excess federal loans are disbursed as published online under [Payment Information](#) on the Student Accounts webpage. If the amount due is not paid by the 15th day after the due date, a late fee may be assessed and the student's account will fall into past due status.

Past due accounts will be subject to the following actions:

- A hold will be placed on the account
- Registration will be denied
- Transcript requests will not be processed
- Grades will be withheld
- Students will be Administratively Withdrawn from classes
- Certification of Graduation sent to the State Board of Law Examiners will be withheld
- Past Due accounts assigned to a collection agency will be assessed interest and any other additional collections costs.

If any part of a payment due is not paid on or before the fifteenth day following its due date, a late fee charge of .67% (annual percentage rate of 8%) of the overdue amount may be assessed by the school. In addition to cash or checks, tuition payments can be made via ACH (eCheck) or debit/credit card through online payments via [CASHNet](#). (Please note, a 2.75% fee applies to all credit and debit card transactions. No fees for ACH payments).

2. Full Payment Plan

This plan requires that all tuition and any fees are paid the first business day after excess federal loans are disbursed.

Fall 2019 Tuition is due: August 26th for Hybrid students, September 3rd for all others

2019 J-term and Spring Tuition is due: January 28th for Weekend and EJD students, and February 4th for all others.

Summer 2019 Tuition is due on or before the class start date.

3. Installment Payment Plan

The Installment Payment allows students to spread the cost of tuition over four installments. Financial Aid received by the law school will be credited in full to the student's account

The Installment Payment Plan is offered during fall, spring, and summer semesters.

Payments are due as follows for Fall 2019:

INSTALLMENTS of 25%	HYBRID	ALL OTHER PROGRAMS
1st Installment	Aug 26th	Sep 3rd
2nd Installment	Sept 16th	Sept 16th
3rd Installment	Oct 16th	Oct 16th
4th Installment	Nov 16th	Nov 16th

Please visit the Student Accounts website under [Payment Information](#) for due dates for 2020 J-Term and Spring installments.

A student's account must be paid in full before the student can register for upcoming semester classes. Students on payment plans must be current on their payments to register for an upcoming term. If you would like to request a payment plan date change, please e-mail student.account@mitchellhamline.edu with your first and last name as well as your student I.D. number.

4. Employer/Outside Agency Tuition Reimbursement

Students expecting to receive employer tuition reimbursement, or any other outside tuition reimbursement, should consult with the Finance Office at the beginning of the semester when the reimbursement is to occur. Documentation from the employer, or outside agency, is required at this time. Once documentation is on file in the Finance Office, tuition payments may be deferred accordingly.

5. Student Refund Checks

First refund checks in each semester will generally be available at the end of the semester add/drop deadline and every Friday afterwards.

Credit balances from fully paid student accounts will be distributed either electronically via CASHNet eRefunds (enrollment required), or via check in accordance with any applicable Federal Regulations. The Finance team will disburse an FSA credit balance to

a student within 14 days of the date it was created, or within 14 days of the first day of class.

Student refund checks may be picked up in the Finance Office the Friday after the loan has disbursed, or can be mailed by request. Student refund checks will automatically be mailed to Hybrid and EJD Program students to their address of record. Refund checks not picked up will be mailed to the student's address on record one week's time after it becomes available.

Students may return all or a portion of their refund check via the Finance Office up to 21 days after the date of the check. After that date, the student must return any excess funds directly to the loan holder.

6. Withdrawal from a Course – Add/Drop-Affecting Tuition

[Tuition Refund Schedules](#) are posted every July for the upcoming academic year for full withdrawals, dismissals or students taking a leave of absence. Students who decrease tiers during a semester (Full-Time to Part-Time, Part-Time to Other, etc.) will be subject to the refund scale percentage on the date of the change. To calculate this, the Finance team will take the difference between the tiers and match that difference to the refund scale, this will be the pro-rated amount shown on top of the new tier charge.

Add/drop activities, once an academic term has begun, that result in a net increase in tuition will be billed accordingly.

Credit balances from fully paid student accounts will be distributed by eRefund (enrollment required) or by check in accordance with any applicable Federal Regulations. For additional questions regarding add/drop of classes, please see Academic Rule 1.07. Registration; Add/Drop; Withdraw: Extensions in this Catalog.

7. Withdrawal from Law School – Tuition Refunds

Students who fully withdraw from an academic term, once the term has started, will have a tuition liability calculation completed by the Finance Office. The calculation will be based on the day of the official withdrawal and subject to the percentages listed on the MHSL website under [Tuition and Title IV Refunds](#) for the specific academic term.

After the 60% point in a term, no refunds for tuition are given. Students who receive federal financial aid will have a calculation done for Return of Title IV Funds (R2T4). Mitchell Hamline School of Law will process withdrawal calculations within 10 days after the withdrawal form is received in the Finance Office. If, at the time of withdrawal, a student's tuition payments exceed the amount of tuition liability, the Finance Office uses the overpaid amount to reduce any federal and then non-federal student aid awarded before returning any funds to the student. Any remaining balance on a student account after these calculations are performed is **due immediately**.

8. Return of Federal Aid (Title IV) Funds

The percentage of federal (Title IV) aid returned is determined from a calculation using the effective withdrawal or leave date on record and number of days in the period of enrollment. The tuition refund is distributed to federal programs as mandated by federal regulation in the order listed below:

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Graduate Plus Direct Loan
4. Other Federal Sources
5. Institutional Aid
6. Private Aid (private loans, outside scholarships, etc.)
7. MN SELF Loans (or other state aid)
8. Student Payments

9. Non-Title IV Program Refund

The percentage of state aid returned is determined from a calculation using the effective withdrawal or leave date along with other considerations such as percentage of award funded by state funds, payment on accounts, and amount refunded to federal programs

1. Institutional Aid – reduced by the same percent as the student’s tuition is reduced.
2. Minnesota State Aid including SELF loan, Minnesota GI, and MN Indian Scholarship Program.

10. Policy on Tuition for Students Returning from Active Duty in the Military

Tuition for students who enter active duty in the military will be charged as follows:

- In times of war: Tuition will be charged at the level that would have been charged during the period the student was serving in the military if the student is called into or voluntarily enters active duty.
- In non-war times: This section applies in non-war times when the student is called into service involuntarily. The section does not apply when a student voluntarily enters active duty during non-war times.

There is a three year look back limit. For example, if a student returns after a five-year absence, the tuition would be at the level from three years prior to the date of return. This section applies to entering students who have made an admission deposit with the law school as well as to all currently enrolled students.

Tuition and Title IV Refunds

Refund schedules

The school's refund policy is separate from the Federal Return of Title IV Funds policy also known as R2T4. The two policies use the same semester tuition refund schedule.

- [Fall 2018 Semester Tuition Refund Schedule](#)
- [Spring Semester Tuition Refund Schedule](#)
- [J-Term/Summer 2019 Term Tuition Refund Schedule](#)
- [Fall 2019 Semester Tuition Refund Schedule](#)

Mitchell Hamline is a credit hour program. Fall and spring tuition is charged at full-time (12-15 credits), part-time (8-11 credits) or per credit for 1-7 credits. J-Term and summer tuition is charged on a per credit bases.

After the drop/add period in the semester, the school's liability/refund schedules are used for calculating tuition liability/tuition refund when there is an enrollment credit load tier change. For example, if a student reduces his or her credit load from full-time (12+ credits) to part-time status (fewer than 12 credits), tuition liability percentage of the full-time tuition charge will be added to the charge for part-time tuition. Financial aid, including scholarships, will be adjusted for any enrollment credit load tier changes. After the semester 60% point, tuition is charged at 100%.

Withdrawal

An official withdrawal from the law school is processed by the Dean of Students. It is the student's responsibility to ensure that his/her withdrawal request has been approved and processed. The last date for which tuition is charged is the last date of attendance, or the date when the student initially contacts the Dean of Students or his/her designee. The Dean of Students communicates the official withdrawal date to the Finance Office. The official date may result in a tuition refund, no refund/nothing owed, or a remaining tuition liability amount to be paid to the school. Scholarship credits will be recalculated accordingly and if federal student loans were used to pay any portion of the semester's tuition and fee charge, a Return to Title IV calculation will be performed. Student fees are mandatory and are not refunded to the student.

A student who stops attending all classes due to illness, accident, grievous personal loss or other circumstances beyond the student's control will be reviewed by the Dean of Students to determine the appropriate withdrawal date. Students who stop attending all classes without notice to the Dean of Students or a mitigating event are considered to have withdrawn unofficially and will have tuition liability calculated based on the date approved by the Dean of Students.

Prior to withdrawing, students are strongly encouraged to contact the Student Accounts team in the Finance Office to determine the current status of your student account. Financial Aid staff are available to discuss the effect a withdrawal will have on current and future financial aid eligibility.

Title IV Financial Aid Refund Calculation

Federal aid is considered to be “earned” throughout the semester. The refund percentage as of the date of withdrawal determines the earned and unearned portions of federal Title IV loans. After the 60% point in the semester, all certified federal loan are considered “earned”. The above tables calculate tuition liability and refund percentages based on the number of days in the semester, less any scheduled break of 5 or more days.

Students earn federal loans up to the date of withdrawal. To determine the calculated loan amounts that must be returned, the semester refund percentage is multiplied by the total federal loan funds that were originated for the semester, this calculation determines the amount of earned aid, and all unearned aid must be returned. Both the school and the student are responsible for returning funds. The school returns funds for which it is responsible while the student repays funds to loan holders based on the terms of the borrower’s promissory note.

Originated but undisbursed loan amounts will be offered based on the completed portion of the semester. Any unearned loan amount you’ve received must be returned to the Federal Government.

Tuition refunds from accounts paid with federal or state aid will be returned to programs in the order listed below. Fund returns will be completed with 45 days after the date the official withdrawal date was determined.

1. Unsubsidized Federal Direct Loan
2. Subsidized Federal Direct Loan
3. Graduate Plus Direct Loan
4. Other Federal Sources
5. Institutional Aid
6. Private Aid (private loans, outside scholarships, etc.)
7. MN SELF Loans (or other state aid)
8. Student Payments

Student Services

Academic Excellence

The Office of Academic Excellence aims to:

- Partner with students to strategically plan for their successful completion of law school and passage of the bar exam;
- Provide students with varied opportunities to learn, enhance, and refine the skills necessary for success in law school and on the bar exam; and
- Promote a culture of academic excellence that encourages accountability, productivity, creativity, and flexibility when it comes to learning.

The following services are available to J.D. students:

Tutoring

Experienced attorneys and educators work with students in a one-on-one or group setting to provide instruction on a variety of skills. Tutors work with students both in-person and virtually and tailor their teaching approach to each student's individual needs. Tutors are available and ready to assist students during the day, in the evening, and on the weekends.

To request tutoring please complete the [Tutor Request Form](#) found on the [Academic Excellence website](#).

There is no charge for tutoring services.

Workshops

During the summer, the Office of Academic Excellence provides bar preparation workshops for graduates as a supplement to their commercial bar preparation course.

Resource Library

The Office of Academic Excellence maintains a resource library that includes a variety of study aids, and books on outlining, exam taking, legal analysis, and other critical skills. Students are welcome to stop by the Office of Academic Excellence to review these resources and check them out.

Learning Communities

All incoming students in the day program are assigned to Learning Communities. Learning Communities meet regularly and are designed to help students navigate the

challenges of the first-year of law school. Students will work on developing and improving key academic skills including case reading, case briefing, legal analysis, outlining, and exam taking. Students will also work on developing other critical lawyering skills such as professionalism, time management, and stress management. Learning Communities are led by high-achieving, upper-class students recommended by the faculty who work closely with the Office of Academic Excellence, faculty, Student Services, and the Office of Career and Professional Development to develop exercises designed to improve students' academic and non-academic skills, and to help students succeed during their first year of law school.

Legal Methods

Legal Methods is a one-credit course that all first-year students take during their first semester of law school to help them quickly develop the skills they need to succeed in law school and be able to lay a foundation for ultimate bar passage.

Principles of Legal Analysis (PLA)

PLA is a three-credit course that students are required to take in the second semester of their first-year of law school if they end up on probation after their first semester. This course is designed to address and remedy the academic and non-academic reasons for each student's performance during the first semester through large-group and one-on-one sessions. PLA is designed to help students get off probation.

Bar Exam Primer

Bar Exam Primer is a summer course and covers heavily tested areas of the bar exam that students studied in their first year of law school, as well as crucial law school and bar exam skills. This course requires mandatory attendance of 12 hours of in-person sessions on campus. This course must be completed during the summer after a student's first year.

Bar Prep Strategies: MPT

Bar Prep Strategies: MPT is a two-credit course designed to teach, reinforce, and enhance the skills that are necessary for successful completion of law school and bar passage. Through completion of MPT problems, group exercises, and individual feedback, students have the opportunity to master the skills of critical reading, legal analysis, and IRAC. While this course is required for some students, it is open to all students.

Bar Prep Strategies: MBE and MEE

Bar Prep Strategies: MBE and MEE is a course that is offered to students during their last semester of law school. While this course does not replace the need to take a commercial bar prep course, it provides early preparation to help students learn key legal principles tested on the bar exam and bar exam-taking techniques and strategies.

This course teaches students how to earn the most points on two parts of the UBE and allows students to master their exam taking skills through lecture, modeling, completion of past bar exam questions, written feedback, and self-reflection. Students will also strategically plan their approach to their bar exam preparation post-graduation to ensure passage. While this course is required for some students, it is open to all students.

For more information, see the [Academic Excellence website](#).

Admissions

The Admissions Office at Mitchell Hamline School of Law works with prospective students to help them determine if law school—and specifically Mitchell Hamline—is the best place for them to pursue their professional goals. Admissions staff travel around the state, region, country, and world to visit with prospective students. They counsel students on the application process and help them prepare for law school. Interested students are provided opportunities to get to know Mitchell Hamline through events, individual and group visits, and by connecting students with people throughout the law school community.

The goal of Admissions is to build an incoming class with a diversity of interests, ideas, beliefs, and backgrounds so that classrooms are places where students can learn the law through a lens that represents the school's diverse communities. To this end, the Admissions Office works to ensure that every student who applies to the J.D. or LL.M. program gets a full and fair review of their application and that its admissions practices meet the high standards set by the American Bar Association.

Additional information about the Admissions Office may be found on the [Prospective J.D. Students](#) webpage.

Admissions Policy

Mitchell Hamline seeks to educate talented, motivated students who will effectively and ethically serve their clients and employers, their local and wider communities, their profession, and their law school. To achieve that goal, the law school and its Admissions Committee hold themselves to high standards of judgment, experience, and fairness.

In making admissions decisions, Mitchell Hamline strives to ensure that:

- all students offered admission are qualified to meet the challenges of law school and of the profession of law;
- each applicant gets full, careful, personalized consideration;
- all relevant information, quantifiable and nonquantifiable, is considered, including undergraduate and graduate school transcripts, Law School Admission Test (LSAT) score(s), career experience and focus, motivation, activities outside of work or school, interpersonal skills, and intellectual and personal breadth and depth; and
- the entering class complements a diverse student body that includes all major racial and cultural groups, as well as a variety of backgrounds, experiences, and viewpoints.

Information submitted to us as a part of an application becomes the property of the law school.

Mitchell Hamline School of Law reserves the right to reject any applicant for admission, regardless of fulfillment of requirements stated in the application booklet or elsewhere. The law school's nondiscrimination policy is observed in all cases.

Application Review Process

The Admissions Committee evaluates applications after it has received all the following items:

- Completed application through the Law School Admission Council (LSAC)
- LSAT
- Credential Assembly Service report through LSAC
- Letters of recommendation
- Resume
- Personal statement
- Additional statements or addendums (as needed)

Transfer, visiting, and international (foreign-educated) applicants should note their respective additional application instructions.

Admission decisions are made on a rolling basis. Applicants are notified via e-mail and mail of admission decisions. Applications are available from October 1 – July 1.

First-year applicants must indicate whether they are applying to attend Mitchell Hamline for full-time, part-time evening, part-time day, or part-time blended. Admissions decisions are made without regard to enrollment status preference.

Persons with Disabilities or Special Needs

We review and process all applications in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Mitchell Hamline also has taken steps to ensure that campus facilities are accessible to persons with disabilities.

For all students with disabilities, the Admissions Committee welcomes supplemental material, including letters of recommendation and brief samples of written work, which will increase the committee's understanding of the applicant's academic and professional potential.

Complete information about the application process is available on the [Prospective J.D. Students](#) webpage.

Career and Professional Development

A law degree opens doors to a wide variety of career paths in private practice, business, government, and non-profit. The [Office of Career and Professional Development](#) helps students and graduates navigate their own career exploration, professional development, and long-term employment search to find the right path for them.

Services include:

- One-on-one personal career planning.
- Mentoring and other professional connections between students, alumni, emeritus faculty, or other legal professionals in their geographic or industry communities.
- Programming, one-on-one counseling, and online resources to help students explore career options, including opportunities to meet a wide variety of employers, alumni, and other practicing attorneys.
- One-on-one and large group coaching on interviewing, networking skills, resume development, and managing the job search process designed to help students obtain practical experience early in their law school careers.
- Coursework and individualized coaching focused on professionalism and professional identity formation to prepare students for success in the workplace.
- Outreach to employers to introduce Mitchell Hamline's distinctive curriculum and student community.
- Partnerships with local and national employers to connect Mitchell Hamline students with the legal and professional market including on-campus interviewing.
- Assistance with identifying paid and for-credit work experiences and volunteer opportunities.
- Online job postings updated daily from a wide variety of employers for available part-time and full-time jobs and externships and fellowships.

For each of these services, the Office of Career and Professional Development aims to address the unique needs of full and part-time, weekend, and blended learning students during each year of law school.

The Office of Career and Professional Development also supports Mitchell Hamline alumni throughout the nation who are seeking assistance with career transitions or professional development. The Office of Career and Professional Development also helps connect Mitchell Hamline alumni to students and other alumni for career exploration, mentoring, and professional relationship building.

For more information, see the [Office of Career and Professional Development website](#).

Counseling Services

The demands of law school can place stress on individuals, relationships, and work and academic performance. Mitchell Hamline School of Law provides counseling services, assessments, and referrals for students when appropriate. Discussions are confidential; the counselor will not report your use of the services to the law school unless specifically permitted by the student in writing. Areas of conversation can be reflective of personal concerns as well as those of an academic nature. Students use Counseling Services for normal life concerns as well as feeling of crisis. The counselors are experienced and licensed professionals, not otherwise connected with the law school.

Cost

The initial consultation is free. A \$25 fee is charged for each subsequent visit. The remaining expense is covered by Mitchell Hamline School of Law. Students who are not able to pay the \$25 co-pay may be able to arrange for a lower cost. The school allows a maximum of 10 counseling sessions throughout the law school years. If more services are required, your MHSL counselor will refer you to providers in the community for ongoing care.

Hours of Operation

Counseling is available a variety of days and times. Counseling Services makes an effort to accommodate your scheduling needs. Call 651-290-8656 or email counseling@mitchellhamline.edu to schedule an appointment. Please list some days and times when you are available. A counselor will contact you to schedule a time or to answer any questions you may have.

Students requesting counseling services outside of Minnesota should contact Counseling Services at 651-290-8656 or counseling@mitchellhamline.edu for a consult or referral.

Counseling Services is located on the lower level of the LEC building on the west side of campus.

Emergency Services

Counseling Services does not provide emergency services. If you have a mental health emergency or need immediate assistance for a peer, call Lawyers Concerned for Lawyers (LCL) 24-hour hotline at 651-646-5590. You may also go to your local Emergency Room. In Ramsey County you may call 651-266-7900. In Hennepin County you may call 612-596-1223.

Email contact is not to be used for emergency services.

Short-term* Counseling:

- Stress-related problems
- Academic-related problems
- Life transition issues
- Relationship or family problems
- Anxiety
- Depression
- Assessments
- Referrals

*Maximum of 10 sessions throughout your law school years

Dean of Students

The Dean of Students develops and implements policies and procedures that enhance student life; advances a student-centered culture; and ensures a climate supportive of students coming from diverse backgrounds. The Dean of Students provides academic advising to students, evaluates student service programs, facilitates accommodations for students with disabilities, and is the primary liaison to student organizations. The Dean of Students seeks to provide students with convenient service and information pertaining to all law school matters. As the Assistant Title IX Coordinator, the Dean of Students guides students who may have concerns about conduct that falls under the school's [Sexual Misconduct Policy](#).

The Dean of Students works closely with the following student services offices: Admissions, Office of the Registrar, Academic Excellence, Counseling Services, and Career and Professional Development. The Dean collaborates with faculty before and after issues arise concerning students' academic and emotional well-being.

The Office of the Dean of Students is responsible for:

- Assistance with Academic Planning
- Assistance with Bar Applications and Admission
- Application Updates and Amendments
- Code of Conduct
- Commencement
- Counseling Services
- Dean Certifications
- Disability Accommodations
- Exam Administration and Exam Variances
- Leaves of Absence or Withdrawals
- Liaison for Student Organizations
- Orientation
- Student Catalog
- Student Health and Wellness

For additional information, contact Lynn LeMoine lynn.lemoine@mitchellhamline.edu by email, telephone (651-290-7668), or in person in Room 119.

Disability Services

Mitchell Hamline School of Law (MHSL) is committed to ensuring equal access to educational opportunities, programs and services for all qualified students in accordance with the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, and does not discriminate on the basis of disability in the administration of its education-related programs and activities

Students who require accommodation due to a documented disability should contact the Assistant Director of Disability and Student Services in the Office of the Dean of Students, room 119 for assistance. Students requesting accommodations must provide appropriate documentation of: (1) a disability, which is a physical or mental impairment that substantially limits one or more major life activities; and (2) a need for accommodation, by virtue of the specific functional limitations of the disability, to have equal access to educational opportunities. The law school intends that these procedures will facilitate an interactive process of dialogue and timely exchange of information between the student and the law school.

For more information, contact Shammah Bermudez, Assistant Director of Disability and Student Services, shammah.bermudez@mitchellhamline.edu.

Diversity and Inclusion

At Mitchell Hamline School of Law, we believe that diversity, inclusion, and cultural competence are vital to the success of our institution and of the legal profession. Our goal is to build a vibrant learning community and an inclusive profession where all individuals feel welcomed, valued, and respected.

Mitchell Hamline is committed to creating an environment where all students, faculty, and staff feel they belong and can make a meaningful contribution to the institution. We also recognize that cultural competence is an essential skill-set if those in the legal profession are to communicate, negotiate, and advocate effectively across differences. The Office of Diversity and Inclusion is responsible for creating learning opportunities that encourage students, faculty, and staff to broaden their cultural perspectives while exploring differences and commonalities in a safe, respectful, and positive manner.

For more information, see the [Office of Diversity and Inclusion](#).

Facilities and Amenities

ID and Building Access Cards

New students must obtain a photo identification card during the first week of classes. Students need a MHSL ID to register and to borrow library materials. Students can obtain an ID card at the Library circulation desk. There is a \$10 replacement charge for a lost identification card.

Lockers

Lockers can be rented on a first-come, first-served basis for \$50 per academic year (\$40 for fall and spring semesters and \$10 for summer). Payment (cash or check) can be dropped off along with the application to the Finance Office, Room LEC 276. Questions about locker rentals should be addressed to Jeannie Symicek at jeannie.symicek@mitchellhamline.edu

Lost and Found

The campus Security staff is responsible for securing lost items. To turn in or claim an item, contact Security at the Information/Security desk or extension x6330. Lost items may be claimed from the person staffing the front Information/Security desk by providing a complete description of the item and providing identification, when applicable. Any items not claimed within one month may be discarded or donated to charity.

Room Reservations

The principal purpose of room use at Mitchell Hamline School of Law is support of academic programs. The law school has rooms available on a first-come, first-served basis during times not scheduled by the Registrar for academic programs. Students may reserve rooms by using the online form for events and larger meetings. Room requests will be processed within 48 hours of receipt, Monday through Friday.

To reserve a room for studying or small group projects please use the library reservation form. During final exams and other heavy study times, rooms can only be reserved for 4 hours maximum, due to limited small classrooms available in the building.

For room reservations regarding special event rooms such as The Kelley Board Room, Auditorium, Conservatory, or Chief Justice Chambers, please contact Madeline Wold at madeline.wold@mitchellhamline.edu for more information.

Bookstore

The Mitchell Hamline Bookstore sells textbooks, study aids, school supplies, candy and snacks, health and beauty aids, as well as imprinted clothing and gifts for adults and

children. The bookstore conducts book buyback year round. It is located on the lower level, Room LL45.

Hours for the bookstore and other store information can be found on the [Mitchell Hamline Bookstore website](#). Telephone Number: 651-290-6334.

Switchboard/Front Desk

The switchboard is located at the Summit Avenue entrance. Switchboard personnel provide the following services from 8 a.m. until closing:

- Access to security 2-way radio
- Video message system submissions
- Help with room reservations
- Class changes and cancellations

Finance Office

The Finance Department is located in room 276 in the LEC Building (this is the west wing of the building, accessed via hallway past the library). For students, the Finance Department provides the following services:

Student Accounts

- Invoicing for tuition and fees
- Receipt of tuition billed – cash/check payments or electronic payment via CASHNet®
- Processes Financial Aid Excess Funds (eRefunds or checks)
- Student Account related inquiries
- 1098T tax forms

Payroll

- Support for Kronos timesheet entry
- Direct deposit or payroll check disbursement
- Changes for W-4 tax withholdings
- W-2 yearend tax forms

Other

- Processes SBA (Student Bar Association) approved reimbursement checks
- Distributes Metro Transit bus passes
- Student parking passes
- Student locker rentals

For more information, see the [Student Finances website](#).

Financial Aid Office

The Mitchell Hamline Financial Aid Office administers institutional scholarships, State of Minnesota GI and Indian Benefits, Veterans Benefits, third-party payments including Americorps funds, and federal work-study and loan programs.

The admission application is screened for scholarship eligibility. Scholarships are merit-based with offers included in the admission letter. Financial aid offers meet a total cost of attendance that includes tuition and fee charges and an averaged, estimated education related budget.

Student loan amounts are offered to meet the total cost of attendance minus scholarships and other aid. Each semester's financial aid is credited to pay that semester's student account balance, with excess funds issued to the student.

Student access to individual financial aid files is through the Financial Aid Portal located on the MHSL Financial aid webpage.

For complete information on financial aid at Mitchell Hamline, please visit the [Financial Aid Office website](#).

Registrar

The Office of the Registrar (Room 120) handles class registration and cancellation, course updates, the academic calendar, and academic policies. It also provides students with information about degree requirements and graduation. Students can update their student biographical information and order transcripts through the Office of the Registrar.

The mission of this office is to safeguard the integrity of academic records while providing fair and efficient services to students, faculty and staff.

The Office of the Registrar's areas of responsibility include:

- Academic Calendar
- CALI Awards and Dean's List Processing
- Catalog Changes
- Class Ranks
- Course Scheduling and Cancellation
- Data Requests
- Dean's Certifications
- Degree Audits and Updating Graduation Terms
- Directory Updates
- Enrollment Reports
- Exam Schedule and Administration
- FERPA Compliance
- Grade Posting
- Letters of Good Standing and Enrollment Verifications
- Registration and Records Requests
- Transcript Processing
- Transfer Credit Evaluation

The Office of the Registrar has posted a [FAQ](#) section on its webpage that addresses a wide range of topics.

Various forms related to registration, grading, graduation, records, transcript requests, enrollment verification, letter of good standing, and exams may be found on the [Forms](#) page of the website.

For additional information, see the [Office of the Registrar's website](#).

Contact registrar@mitchellhamline.edu for further information.

Safety and Security

Department of Facilities and Security Department

The mission of the MHSL Facilities and Security Department is to support students, faculty and staff by providing a physical environment that is well maintained, clean, comfortable, and conducive to learning, teaching and working.

Emergency Notification

Students receive emergency alerts and weather-related or other campus closing notifications via their @mitchellhamline.edu email address from the School's e2campus emergency notification system.

Students can add an additional email address that will receive notifications and sign up to receive alerts via text messaging on the demographics section of their [Student Records page](#).

Accidents and Injuries on Campus

All accidents and injuries on campus should be reported to the on-duty security officer as soon as possible. The on-duty security officer may be reached by phone at 651-290-6330 or 651-227-9171 or by radio at 651-224-8763. There are first aid kits available at the Information/Security Desk at the front (Summit Avenue) entrance and in Student Services.

Emergency Procedures for Fires

1. Pull the nearest fire alarm box. This will sound alarms in the building and cause all fire and smoke barrier doors to close automatically.
2. Evacuate people a safe distance away from the fire area.
3. If the fire is outside your room and the door or exit is hot, stay in the room, stay low, open a window for fresh air, and if you are able, call 911 or security to report your location. If there is no phone available, call out for help.
4. **If the fire is out of control, immediately exit the building, do not use the elevators.** If there is anyone in the area that needs assistance evacuating the building, notify Security immediately.
5. As soon as you are in a safe place, contact Security by phone at 651-290-6330 or 651-227-9171 or by radio at 651-224-8763, to advise them on the type and status of the fire.
6. The fire department will advise Security if and when the building can be safely re-entered. You may not re-enter the building until the fire department gives the all clear.
7. Report details of the fire to Security immediately after the all clear is given.

8. If the law school closes as a result of a fire, the Dean or Dean's designee will notify the law school community.

Emergency Procedures for Storms

The severe-weather sirens are tested on the first Wednesday of each month at 1 p.m. If, at any other time the emergency sirens activate, proceed as follows: Immediately proceed to the lower level of the library or the 1931 building. Stay clear of any outside perimeter windows. Remain in the lower level of the library or the 1931 building until the all-clear status is announced by security personnel.

Escort Service and Security

The normal hours of operation for the law school's Security staff are: Monday through Thursday from 7 a.m. to midnight; Friday from 7 a.m. to 10 p.m.; Saturday from 6:30 a.m. to 10 p.m.; and Sunday from 6:30 a.m. to midnight. A Security officer may be contacted at the Summit Avenue main security desk or by calling 651-290-6330 or 651-227-9171 or by radio at 651-224-8763.

The campus Security department maintains an escort service when the campus is open. A security officer will provide an escort within a 6-block radius of the law school. Students may request an escort by contacting a Security officer at the main security desk. Security escorts are available until 30 minutes before campus building closing time.

All persons are requested to cooperate with a Security officer who asks for identification. All crimes occurring on campus must be reported to the on-duty security officer, who will contact the St. Paul Police Department.

Technology Services

The Information Technology team supports the Mitchell Hamline community in the use of the technology that is integral to the study and practice of law.

All students are provided with a Mitchell Hamline network account that allows password-protected access to online resources including campus email, research databases, and the Canvas learning management system. Students may also access their Mitchell Hamline academic and financial records via a secure online portal.

The IT team staffs a computer hardware and software help desk that is reachable by email, phone, or in person. Administrative support for Canvas is available via email. Additional 24/7 Canvas support for is provided by the vendor.

Most classrooms are equipped with educational technology including computers, Symposium, SMARTboards, document cameras, VCR/DVD players, and digital audio recording devices. Wireless access is available throughout the campus.

For complete information on technology services at Mitchell Hamline, see the [Information Technology website](#).

Warren E. Burger Library

The Warren E. Burger Library supports the research and curricular needs of the students, faculty, and staff of Mitchell Hamline School of Law. The Library also welcomes Mitchell Hamline alumni, the practicing bar, and public patrons to use its resources.

The Library has over 500 seats for patrons including 150 individual study carrels. 17 study rooms can be reserved online by students for group study sessions. Wireless access is available throughout the facility. Laptop computers are available for checkout to students. Five copying, scanning, and printing machines are located in the Library.

The Warren E. Burger Library's collection consists of over 320,000 physical volumes with access to over 700,000 titles in electronic format via the Library's 75 database subscriptions. The Library holds a comprehensive collection of federal and Minnesota primary source materials augmented by extensive periodical, treatise, loose-leaf, and reference work holdings. Special emphasis is placed on collecting intellectual property, taxation, legal research and writing, employment law, and practice skills materials. The Library selectively collects United States federal government publications through the Federal Depository Library Program. Materials that are not available in the collection can be requested through the Library's online interlibrary loan system.

The Library offers regularly scheduled reference service and individualized research assistance by appointment. The reference librarians teach legal research courses and give presentations on research techniques and resources to both doctrinal and skills classes. Technical services staff maintain access to the Library collection, curate the Mitchell Hamline archives, manage the Mitchell Hamline Open Access institutional repository, and collaborate with faculty, students, and staff on digital projects.

Students must follow all library rules as published on the library website or otherwise publicly promulgated. A violation of the Library's Behavior Policy is subject to sanctions under the Student Code of Conduct or other law school policies (see the Student Conduct page in the Policies section of this Catalog). For all library policies and additional information, see the [Warren E. Burger Library policies webpage](#).

For complete information about library services at Mitchell Hamline, see the [Warren E. Burger Library website](#).

Faculty

Faculty and Administration

Academic Deans

Peter B. Knapp, Interim Dean and President; Professor of Law

A.B., 1980, Harvard University

J.D., 1983, Harvard Law School

Kate Kruse, Vice Dean for Academic and Faculty Affairs; Professor of Law

B.A., 1984, Oberlin College

M.A., 1986, University of Wisconsin-Madison

J.D., 1989, University of Wisconsin Law School

Faculty

Ana Pottratz Acosta, Clinical Instructor for Medical Legal Partnership; Assistant Teaching Professor

B.A., University of Minnesota-Twin Cities

J.D., Columbia Law School

Kevin Armstrong, Distinguished Practitioner in Residence

B.S., Rutgers University

J.D., Rutgers School of Law—Newark

Allen Blair, John H. Faricy Professorship in Empirical Research; Senior Fellow, Dispute Resolution Institute; Robins Kaplan Professorship in Litigation Skills and International Dispute Resolution; Professor of Law

B.F.A., University of North Dakota

M.A., University of North Dakota

J.D., Hamline University School of Law

LL.M., James Kent Scholar, Columbia University School of Law

J.S.D., A.B.D., Columbia University School of Law

Edwin J. Butterfoss, Professor of Law

B.S., Miami University of Ohio

J.D., Georgetown University Law Center

Thomas Cobb, Director of Legal Writing and Visiting Assistant Professor

B.A. 1991, University of Alabama
M.A. 1993, Reed College
M.A. 1997, University of Chicago
J.D. 2001, University of Minnesota Law School

James Coben, Senior Fellow, Dispute Resolution Institute; Professor of Law

B.A., Williams College
J.D., Northeastern University School of Law

Brad W. Colbert, Resident Adjunct Professor

B.S., 1979, University of Wisconsin-Madison
J.D., 1985, William Mitchell College of Law

Barbara Colombo, Director, Health Care Compliance Program; Assistant Teaching Professor

B.S., R.N., College of St. Teresa
J.D., William Mitchell College of Law

Gregory M. Duhl, Faculty Director, Blended Learning; Rolf and Nancy Engh Distinguished Professorship; Professor of Law

B.A., 1991, Yale College
J.D., 1995, Harvard Law School
LL.M., 2002, Temple University School of Law

Angelique W. EagleWoman, Visiting Professor of Law

B.A., 1993, Political Science, Stanford University
J.D., 1998, The University of North Dakota School of Law
LL.M., 2004, The University of Tulsa College of Law

Mark Edwards, Austin J. and Caroline M. Baillon Chair in Real Estate Law; Professor of Law

B.A., 1992, University of Massachusetts, Amherst
J.D., 1998, University of Wisconsin Law School

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B.A., 1973, Valparaiso University
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