



MERCER
UNIVERSITY

SCHOOL OF LAW

LAW STUDENT HANDBOOK
2023 - 2024

Updated: 8/7/2023

Many student policies and procedures are in the Mercer University Student Handbook and the University Catalog. The Catalog and handbook can be found at <https://provost.mercer.edu/handbooks/studenthandbook.cfm>. The Mercer University Student Handbook applies to all students and supersedes all other student handbooks. The University Registrar website can be found at

<https://registrar.mercer.edu/>.

In addition to the Mercer University Student Handbook, Mercer School of law provides this supplemental student handbook which contains additional operating guidelines and procedures specific to the law school. In the event of ambiguity or inconsistency, the provisions of the current Mercer University Student Handbook and University Catalog supersede law school campus policies and procedures.

Students should review these documents and contact the Assistant Dean of Student Affairs at the law school with questions. **Online copies will contain the most up to date versions of policies and supersede any printed copies should any discrepancies exist.** These documents may be provided in an alternative format upon request to the Assistant Dean for Student Affairs.

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I. ACADEMICS

A. Academic Calendar: 2023-2024

August 8-11	First Year Orientation
August 14	Fall Semester Begins-Intro Week for All Students
August 21	Regular Fall Semester Classes Begin
August 21-25	Drop/Add Period
September 4	Labor Day (University Holiday)
Nov. 20-24	Thanksgiving Break
Nov. 28	Final class day in fall semester (constructive Thursday)
Nov. 29-30	Reading & Review Days
Dec. 1-15	Fall Semester Examination Period
Dec. 18-Jan. 12	Winter Intersession Classes
January 10	Fall Semester Grading Deadline (faculty submission of grades)
January 12	Fall Semester Grades Posted (3 pm)
January 15	Martin Luther King, Jr. Day (University Holiday)
January 16	Spring Semester Classes Begin
January 16-19	Drop/Add Period
February 2	Winter Intersession Grade Deadline
March 25-28	Spring Break
March 29	Good Friday (University Holiday)
April 23	Final class day in spring semester
April 24-25	Reading & Review Days
April 26-May 10	Spring Semester Examination Period
May 10	Commencement Meeting (11 am)
May 11	Commencement
May 20	Summer Session Begins
May 27	Memorial Day (University Holiday)
June 5	Spring Semester Grading Deadline (faculty submission of grades)
June 7	Spring Semester Grades Posted (3 pm)
July 2	Last Class Day for Summer Session
July 4	Independence Day (University Holiday)
July 8-9	Summer Session Final Exams
August 2	Summer Session Grade Deadline

B. Degree Requirements

Students will be granted the Juris Doctor degree upon completion of not less than 89 semester hours of law schoolwork, with a cumulative average of 78.000 or higher (no rounding). At least 64 of these credit hours shall be in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction.

A list of required courses for students is included on the [Registrar's](https://law.mercer.edu/academics/registrar/) web page at:

<https://law.mercer.edu/academics/registrar/>

Lists of courses in blocks or pathways may be obtained from the Registrar's web pages.

The Law School requires that students register for a minimum of 12 semester hours (or a minimum of 10 semester hours in the sixth semester, assuming other graduation requirements will be met at graduation) unless permission for a lighter load is granted by the Associate Dean for Academic Affairs. A student may not register for more than 15 hours in the sixth semester. Under the American Bar Association (ABA) Standard 311 – ACADEMIC PROGRAM AND ACADEMIC CALENDAR, a student may not be enrolled for more than 18 credit hours at any time in any semester.

The last two semesters of study before completing the requirements for a degree, in every case of a student transferring to Mercer from another law school, must be completed while in residence at this Law School.

Credit-Hour Standards

In determining the appropriate number of credit hours for each course, the Law School follows ABA Standard 310--DETERMINATION OF CREDIT HOURS FOR COURSEWORK, and the relevant official Interpretations.

A “credit hour” is an amount of work that reasonably approximates: (1) not less than one hour of classroom or direct faculty instruction and two 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.

For purposes of the ABA Standard, fifty minutes equates to one hour of classroom or direct faculty instruction. An “hour” for out-of-class student work is sixty minutes. The fifteen-week period may include one week for a final examination. Approved Law School courses may award credit hours for coursework that extends over any period of time, if the coursework entails no less than the minimum total amounts of classroom or direct faculty instruction and of out-of-class student work specified in this policy.

ABA Standard 310 requires at least 42.5 hours of total in-class instruction and out-of-class student work is required per credit [15 x 50 minutes + 15 x 2 hours]. This is equivalent to 12.5 hours of total in-class instruction and 30 hours of out-of-class student work per credit. Time devoted to

taking a required final examination may count toward the in-class time required, and time devoted to studying for a required final examination may count toward the out-of-class time required.

Because the Law School's standard class meetings are 60 minutes (or some multiple of 60 minutes, such as 90 or 120 minutes), rather than 50 minutes, the typical Law School course will meet more minutes per semester than the ABA minimum. For example, assuming the instructor meets the full 60 minutes each class, a three-credit course will meet an extra 420 minutes (7 hours) per semester. That allows instructors to cancel some classes (say for illness, attending conferences, or meeting other professional obligations) before a make-up class would be required under the ABA Standard. Nonetheless, the Law School schedule requires 60 minute meetings over fourteen weeks, so the "extra" minutes scheduled do not justify ending a semester early or cancelling classes without good cause.

The Law School's 60 minute class meeting policy does not affect the out-of-class standard of 120 minutes of preparation or other course work for each in-class meeting hour.

Attendance

Prompt and regular attendance at all class meetings is expected and is a primary obligation of the student. No other commitment should interfere with this obligation. The student's total progress and performance in a course, including class attendance and conference attendance, may be reflected in the grade evaluation in each course. When a professor finds that a student has been absent from an excessive number of classes or conferences, the student may be dropped from the course with or without a failing grade. A failing grade shall be recorded as a 65. A student dropped from a required course must repeat the course.

Full-time Study

The Law School strongly recommends that first-year students do not have employment outside the Law School during the first two academic semesters.

Many students find that they can maintain part-time employment during their second and third years of law school, but the Law School strongly recommends that students work no more than 20 hours per week in which the student is enrolled in 12 credit hours or more. A student is less likely to succeed academically if they work full-time.

Changes in Schedule

Withdrawal from a course after the expiration of the drop/add period of any semester is only permitted in unusual circumstances and may result in an academic penalty (up to and including failure of the course). Students wishing to withdraw from a course beyond the drop/add period must seek approval from the Associate Dean for Academic Affairs. All course changes must be officially processed through the Registrar's Office.

Audit of Courses

Regularly enrolled students in the Law School will be allowed to audit courses in the Law School upon approval of the professor involved. There will be no additional charge for auditing a course, no grade will be recorded, and an audited course will not be considered in computing minimum and maximum hours allowed for the semester.

Maximum Time for Completion of Degree

Law students must complete their course of study for the J.D. degree no later than 84 months after commencing law study at the Law School or at a law school from which the Law School has accepted transfer credit.

Grading Scale

The grading scale is as follows:

A	92-99
B	84-91
C	78-83
D	70-77
F	65-69
S	Satisfactory - not computed in average
U	Unsatisfactory (An “unsatisfactory” in a Satisfactory/Unsatisfactory course is recorded as a 65-F)
AUD	Audit
W	Withdrawal
IC	Incomplete
DN	Dropped
DP	Dropped - Penalty (recorded as a 65-F)
IP	Continuing Policy on Incomplete grades

Policy Regarding a Grade of Incomplete

For reasons of emotional, medical, or other problems affecting academic performance, a grade of Incomplete (IC) may be awarded if, prior to the applicable deadline for the submission of grades, a student has received approval from the professor and Associate Dean for Academic Affairs to complete course requirements after the end of the semester of enrollment. If a grade of Incomplete is entered for a fall semester course, required course work must be completed by the date set by the professor, but no later than the applicable grading deadline of the following spring semester. For an Incomplete entered for a spring semester course or a summer session course, work must be completed by the date set by the professor, but no later than the grading deadline of the following fall semester. For an Incomplete entered for a sixth semester course, work must be completed by the date set by the professor, but no later than the first day of class in the following fall semester. Upon completion of required course work, the professor will submit a numerical grade or S/U for the course according to the type of grade originally authorized for the

course. Failure to satisfactorily complete required course work within the time allotted by this policy will result in the Registrar converting the Incomplete to a final grade of 65(F).

Posthumous Degrees and Degrees in Memoriam

This policy is governed by the University. You can find the latest version of the policy in the Mercer University Catalog:

https://documents.mercer.edu/catalogs/MaconCatalog/index.html#page/MaconCatalog/Macon_Catalog.2.388.html

C. Examination Policies

Policy Regarding Rescheduling Exams

Mercer School of Law publishes the final exam schedule during registration. All other examinations are announced in faculty syllabi or in class. Students are expected to take exams as scheduled and within stated syllabi and course policies unless there is a conflict with scheduled final exams or due to illness or emergency.

1. **Conflicting Exams:** Examinations cannot be rescheduled, even with the agreement of the faculty member, solely because of the number and timing of scheduled exams for which the student is enrolled unless either situation below applies:
 - a. Final Exams on Four or more Consecutive Days - Students having examinations on three or more consecutive days are entitled to change the date of one of the four examinations. It is the student's responsibility to initiate the rescheduling of one of the examinations 5 business days before the date of the scheduled exams. Students will initiate by contacting the Assistant Dean of Student Affairs and completing submitting an Exam Conflict Form. The Assistant Dean of Student Affairs will confer with faculty to secure the agreement of the faculty member whose exam will be rescheduled.
 - b. Two Final Examinations on Same Day - Students having two final examinations in one day are entitled to change the date of one of them. It is the student's responsibility to initiate the rescheduling of one of the examinations 5 business days for the date of the scheduled exams Student will initiate by contacting the Assistant Dean of Student Affairs and completing submitting an Exam Conflict Form. The Assistant Dean of Student Affairs will confer with faculty to secure the agreement of the faculty member whose exam will be rescheduled.

When rescheduling conflicting exams, the earliest date following the conflicting exam date will be selected unless it should cause another exam conflict.

2. **Illness or Emergency:** A student experiencing emotional, medical, or other complications that would make it impractical or grossly unfair to take a scheduled exam or general

deadline must contact the Assistant Dean for Student Affairs prior to taking an examination or deadline. Medical or other documentation is required prior to consideration for approval. Upon evidence of cause, the Assistant Dean for Student Affairs will confer with the faculty member(s) concerned and may approve the student to take examinations late, delay the deadline, or to withdraw from courses. If a request to reschedule an exam for illness or emergency has been granted, the exam shall be rescheduled within three days of the scheduled. The Dean of Mercer Law may approve a later date upon evidence of extreme hardship.

For any other reason, personal and conflicting events, the Assistant Dean of Student Affairs will defer to the faculty member.

Materials Allowed in Examination Rooms

Students may not bring any electronic device (including but not limited to phones and smart watches), other than a laptop for those typing their exams, into the exam room unless specifically permitted in writing on the first page of the test by the professor. Backpacks and all other materials or electronic devices not specifically allowed by the professor in the written instructions to be used during the exam must be placed along the front or side walls of the exam room.

D. Grading Policies

Honors and Grade-Related Requirements

In 1989, the Law School faculty adopted a policy calling for more uniform grading. The policy was amended in Spring 2004. The policy mandates that the average grade awarded in each course falls within a predetermined narrow range. The purpose of the policy is to ensure equity in grading across courses and course sections, both in fact and in the perception of the students. The specific ranges adopted reflect the traditional overall grading patterns at Mercer.

To qualify for Mercer's Juris Doctor degree, students must complete six full-time (12 or more hours, except the sixth semester, when 10 hours is minimum) "semesters-in-residence" at Law School. Transfer students must have at least four full-time (12 or more hours, except sixth semester, when 10 hours is minimum) "semesters-in-residence". Students who accumulate at least 12 credit hours in summer or winter intersession courses offered by the Law School may count those credits as one semester-in-residence.

All first-year courses shall have an average grade of 84 to 85.

Except as otherwise authorized by the Dean under subsection (5), all upper division courses that are required for graduation shall have an average grade of 85 to 86.

Except as otherwise authorized by the Dean under subsection (5), all other courses not specifically exempt from this policy shall have an average grade ranging from 84.5 to 86.5.

Seminars, experiential courses, and all other courses other than those required for graduation in which 15 or fewer students are enrolled are specifically exempted from this policy.

Any instructor wishing to deviate from subsections (2) or (3) must obtain prior approval from the Dean. Factors that the Dean may be asked to consider as appropriate bases for deviation from the approved average or range include: an unusual average GPA of the students enrolled in the course; grading of the course on the basis of a paper rather than an examination; and a class that as a whole performs on the examination in a manner justifying deviation.

Degree Honors

A student's scholastic standing is determined on the basis of only those grades received in this law school. A degree of Juris Doctor *cum laude* will be granted to students graduating with a cumulative GPA of 88.0 and above; a degree of Juris Doctor *magna cum laude* will be granted to those graduating with a 90.5 and above; and a degree of Juris Doctor *summa cum laude* will be granted to students graduating with an average of 94.0 and above.

Honors acknowledged at graduation will be presumptive based on five semesters. Final honors will be conferred based on grades for all six semesters.

Dean's List

Dean's List honors for first-year and second-year students are earned by achieving a semester average of 88 or above on at least 12 graded hours. Dean's List for third-year students is based on a semester average of 88 or above on all graded hours (no minimum).

Policy Regarding Failing Classes

A student who fails to pass a course is not permitted to take a second examination without repeating the course. A rare exception may be made in favor of a student who is a candidate for the J.D. degree and is in the last semester of law school, and whose failure was due to extraordinary circumstances beyond his or her control. This exception can apply only to a course failed in the semester in which the student would have completed all degree requirements. A special examination may be given only if both the student's professor and the Associate Dean for Academic Affairs agree that it is appropriate due to the exceptional circumstances.

A student receiving a failing grade in a required course must repeat the course. All students must earn a passing grade in all required courses to graduate. A student may not repeat an elective course in which a failing grade has been received. A student repeating a required course will be assigned to a different professor if more than one professor offers the course. Upon successful completion of a repeated course, the student will receive credit toward meeting the credit hour requirement for graduation. The grade in a repeated course will not be included in the student's cumulative grade average but will be recorded as satisfactory. The original failing grade will in all cases continue to be included in the cumulative average.

If a student's cumulative average falls below 78.000 at the end of the final semester of the first or second year, the student shall be dismissed from the Law School. After receiving official

notifications of academic failure, such students may wish to consult with the Assistant Dean of Student Affairs (*see* Academic Dismissal and Readmission Policy on page 14).

Bar Preparation Course Requirements

Any student whose cumulative average is below 86.000 at the time of course registration for spring semester of their third year shall be required to successfully complete the Bar Preparation Course.

Enhanced Academic Success Program

Students whose cumulative GPA after any semester is below 80.000 will participate in the Enhanced Academic Success Program. The requirements of the Enhanced Academic Success Program are as follows:

Course Requirement Policy

A student whose cumulative GPA falls below 80.000 at the conclusion of Semesters 1, 2, 3, or 4 will be required to successfully complete the Law School Enhanced Academic Success Program subject to successfully completing a requisite number of “Bar Courses”. This Course Requirement Policy supplements any other conditions imposed by the faculty.

Group 1

Enrolled student whose cumulative GPA is below 80.000 at the conclusion of either Semester 1 or Semester 2.

In addition to the successful completion of the required courses of Bar Preparation and Remedies, successful completion of a minimum of **four** (4) **additional** “Bar Courses” is required in order to successfully complete the academic program.

Group 2

Enrolled student whose cumulative GPA is below 80.000 at the conclusion of either Semester 3 or Semester 4.

In addition to the successful completion of the required courses of Bar Preparation and Remedies, successful completion of a minimum of **two** (2) **additional** “Bar Courses” is required in order to successfully complete the academic program. Additional “Bar Courses” are “Bar Courses” that the student has not taken at the time the student becomes subject to this Course Requirement Policy.

Bar Courses. The following courses cover topics that are regularly tested on the essay portion of the Georgia Bar Examination but are not otherwise required for law school students. As part of this Course Requirement Policy, students may choose the content and order of the courses taken, if they complete the number of Bar Courses required by their Group. The Deans’ Office, in

consultation with the Academic Success Professionals, may add or remove courses from this list as reasonable to accommodate individual students who intend to take a bar exam outside Georgia and subject to changes in the Georgia Bar Exam.

Required:

- Bar Preparation Course
- Remedies

You Choose:

- Business Associations
- Criminal Procedure—Constitutional Dimensions
- Criminal Procedure—Litigation Process
- Family Law
- Georgia Civil Practice and Procedure
- Real Estate Transactions
- Secured Transactions
- Torts II
- Wills, Trusts, and Estates

Requirement to Work with Academic Success Program:

A student whose GPA is less than 80.000 at the end of the first semester, and/or at the end of any subsequent semester, is required to comply with an individualized academic program developed by the Academic Success Professionals and the Dean's office.

Academic Dismissal and Readmission Policy

Requirements:

- I. **FIRST-YEAR STUDENTS:** If a student's cumulative average falls below 78.000 at the end of the spring semester, first year, the student shall be dismissed from the Law School for academic ineligibility.
 - A. Before January 15 of the year following academic dismissal, the dismissed student may petition the Admissions Committee for readmission. The petition shall be addressed to the Assistant Dean for Student Affairs and may contain any supporting documents that the petitioning student deems appropriate.
 - B. Consistent with the Law School's obligations to the profession and the public, the Admissions Committee may grant a petition for readmission only if it determines that the student will successfully complete law school and will gain admission to the Bar. In making its determination, the committee shall consider the following factors:

- The student's commitment to learning is demonstrated by the student's pattern of conduct.
- The proximity of the student's cumulative average to the cumulative average required for graduation.
- Any circumstances which affected the ability of the student to successfully complete the first year of law study.

C. A student may be readmitted only upon the following conditions:

The student must remain dismissed during the entire academic year immediately following academic dismissal and may recommence enrollment only in a fall semester after sitting out at least one full academic year. The student must repeat all first-year courses. If a first-year course is offered by more than one professor, to the extent possible, the readmitted student shall not enroll in the section taught by the professor previously taken for that course.

The student must achieve a cumulative average of 80.000 or higher at the end of the second semester of the repeated first year of law study to continue to the second year of law study. Failure to achieve the required cumulative average of 80.000 will mean permanent academic dismissal.

All course grades from a readmitted student's unsuccessful first year shall remain on the student's transcript, but those course grades shall not be included for calculation of the cumulative average after readmission.

D. Under extraordinary circumstances and upon written request, the Admissions Committee may waive part I.C.1. above and allow readmission of the dismissed student beginning with the fall semester immediately following dismissal. Immediate readmission will be granted only when the written request demonstrates, by clear and convincing evidence, to the Admissions Committee that:

The preceding year's academic difficulty was caused by a discrete, severe, and temporary personal, social or financial circumstance that will have been remedied or eliminated before the beginning of the fall semester; and the prior year's academic performance indicates a high probability of achieving the required cumulative average of 80.000 in the first year of readmission. The Admissions Committee's denial of a request for immediate readmission is not appealable.

E. If the Admissions Committee denies the petition for readmission, a dismissed student may appeal the denial to the full faculty. Upon appeal, if the full faculty votes to readmit by a majority of those present and voting, the readmission shall be made under the limitations set forth in parts I.C. and D. above.

II. SECOND-YEAR STUDENTS: If a student's cumulative average falls below 78.000 at the end of the spring semester, second year, the student shall be dismissed from the Law School.

A. Before July 15 in the year of academic dismissal, the dismissed student may petition the Admissions Committee for readmission. The petition shall be addressed to the Assistant

Dean for Student Affairs and may contain any supporting documents that the petitioning student deems appropriate.

B. Consistent with the Law School's obligations to the profession and the public, the Committee may grant a petition for readmission only if it determines that the student will successfully complete law school and will gain admission to the Bar.

C. A student may be readmitted only upon the following conditions:

The student must repeat all failed required courses. If a failed required course is offered by more than one professor, to the extent possible, the readmitted student may not enroll in the section taught by the professor from whom the failing grade was received.

D. If the Committee denies the petition, a dismissed student may appeal to the full faculty. If the full faculty votes to readmit by a majority of those present and voting, the readmission shall be made on the same conditions as those set forth in part II.C. above.

A readmitted student who fails to achieve an 80.000 cumulative average at the end of the second semester, third year, will be permanently dismissed.

Financial Aid Policy Related to Academic Dismissal and Readmission

Please review the Law School's Satisfactory Academic Progress (SAP) Policy in the Student Handbook and on the Law School's website for financial aid requirements related to academic dismissal and readmission.

Maintaining a scholarship is conditioned on remaining in good standing (78.000 GPA or higher). A student who is academically dismissed will receive no Law School scholarship money if readmitted—even if the student returns to good standing and completes law school.

E. Joint Programs

Joint JD/MBA Program

Mercer University's School of Law and Stetson-Hatcher School of Business offer a program leading to both the Juris Doctor and Master of Business Administration degrees. Both schools have collaborated to offer strong combined programs in law and business. The MBA program offers a flexible evening format and an intimate graduate setting, providing students with an opportunity to develop strong connections with each other, the faculty, and the business community. With its focus on ethical leadership and problem-solving skills, Mercer's MBA program enables students to make connections between business theory and its practical application. The applicant must be admitted separately by each school. Neither the JD nor MBA degree will be awarded to a student until the student has completed the requirements set forth in the joint program for both degrees. Additional tuition must be paid for courses that are required for the MBA degree.

For more information, please visit <https://law.mercer.edu/academics/programs/>.

Business Certificate Program

Students in good standing at Mercer Law School may choose to take up to three 600-level graduate courses in the Stetson-Hatcher School of Business without applying for admission to the MBA Program. Two specific combinations of courses can be taken for either a Certificate in Practice Management or a Certificate in Corporate Finance.

Students who receive one of these certificates will have their law school graduation requirements (89 hours) reduced by nine credits. Students must complete all courses required for a certificate; otherwise, the law school graduation requirements will not be reduced. To enroll in a certificate program, students must receive approval from the Law School Associate Dean of Academic Affairs. Upon approval, the student should contact the Registrar's Office at (478) 301-2620.

For more information regarding the Business Certificates, please contact the Law School Admissions Office at (478) 301-2605 or the School of Business at (478) 301-2835.

1. **Certificate in Practice Management (nine credit hours):**

Any three of the following three-credit-hours courses:

(1) *BUS 606 Decision Making and Decision Analytics* (Note: This course requires prior completion of statistics pre-requisite)

(2) *BUS 611 Supply Chain and Logistics Management* (Note: This course requires prior completion of statistics pre-requisite)

(2) *BUS 613 Ethical Leadership*

(3) *BUS 603 Accounting for Managers* (Note: This course requires prior completion of accounting pre-requisite)

(4) *BUS 605 Marketing Decision Making*

(5) *BUS 602 Human Capital Management*

2. **Certificate in Corporate Finance (nine credit hours):**

(Note: Enrollment in each three-credit-hours course below requires prior completion of accounting and finance pre-requisites.)

(1) *BUS 602 Accounting for Managers*

(2) *BUS 609 Financial Decision Making*

(3) *BUS 6XX*: One additional BUS 600-level Accounting or Finance course approved by the associate dean for graduate studies or the director of MBA programs in Macon.

F. Summer Courses

The Law School annually offers summer classes in several popular courses. Courses may be offered in online or in-person course formats. Although Mercer's curriculum is structured around six traditional full-time semesters to maximize learning and bar preparation, students may earn credit in summer classes at the Law School or other accredited law schools to reduce course loads during the regular academic year and to enrich their legal educations. Please contact the financial aid office if you need aid for summer school.

Summer Study Abroad

The Law School is a co-sponsor of several Summer Abroad Programs administered by the Stetson University College of Law in Florida. Stetson has offered programs in London, Granada, Spain, the Hague, the Netherlands, Cape Town, South Africa, and Seoul, Korea. More information about the programs is available at [Stetson Study Abroad Comes to You - Stetson Law](#).

Please contact the financial aid office if you need aid for the summer abroad program. You are required to submit proof of registering your travel with Mercer University's Office of International Programs (<https://www.mercerabroad.com/>) and payment of mandatory travel insurance to the financial aid office before receiving student loans.

Summer School at Other Schools

If you wish to take summer school courses at another ABA accredited law school or through the Law School Summer Study Abroad Program, please follow these steps:

- Obtain the appropriate form from the Registrar's Office and read carefully.
- Bring the form and attach a copy of the course descriptions from the other school to the Associate Dean for Academic Affairs. It is not necessary to attach the course descriptions if you will be taking classes through the Mercer/Stetson Summer Study Abroad Program.
- If you need financial aid for a summer abroad program, please contact the financial aid office.

Transfer Credit

The Law School will only accept credit earned at another ABA accredited law school. The Law School will accept credit for courses when the grades received equal or exceed the graduation average required by the school where the student is taking the course. When the Law School accepts credit for courses taken at another school, the grades will be recorded as "S" and will not be computed into a student's grade point average at Mercer.

In addition to meeting the other requirements for graduation, transfer students must complete at least four semesters at Mercer. Further, no more than two semesters of academic credit can be transferred from schools that are not members of the Association of American Law Schools.

G. Distance Education Guidelines

- I. 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. A distance learning course must include the use of faculty-approved methods to verify the identity of students taking a distance education course, and students must be notified of any additional cost at the time of enrollment and first day of class. The academic content, method of course delivery, and method of evaluating student performance must be approved as part of Mercer's regular curriculum approval process.
- II. A second- or third-year student enrolled at Mercer who has completed instruction equivalent to 28 credit hours toward the J.D. degree, may receive credit toward the J.D. degree for study through distance education consistent with the provisions of this Guideline.
- III. To receive credit, a distance education course must be offered by Mercer or an ABA accredited law school. If the course is not offered by Mercer, the Associate Dean for Academic Affairs must approve the taking of the course prior to enrollment by the student for the course to be available for the student to receive credit. For every course, credit toward will be given only if (1) the distance education course provides opportunity for regular and substantive interaction between faculty member and student and among students; (2) there is regular monitoring of student effort by the faculty member and opportunity for communication about that effort; and (3) the learning outcomes for the course are consistent with ABA Standard 302 – LEARNING OUTCOMES.
- IV. A student may receive no more than fifteen credit hours by enrollment in distance education courses. No more than three distance education credit hours will be credited toward a transfer student's Mercer degree, although a transfer student may, consistent with this Guideline, take additional credit hours after matriculation at Mercer.
- V. Distance education courses offered by Mercer to its students count toward the minimum enrollment requirement of 12 hours per semester (10 for the sixth semester). However, all courses under this Guideline, for which credit is available, count for purposes of determining whether a student is enrolled beyond the maximum 18 hours per semester (15 in the final semester).
- VI. No credit shall be given for a distance education course offered by another school if the course: (1) is required for graduation; or (2) is substantially the same as one offered at Mercer at an appropriate time during the same academic year.
- VII. No credit otherwise may be given toward the J.D. degree for any distance education course.

II. University and Law School Policies

A. State Authorization

In 1837, by act of the General Assembly of the State of Georgia, the Executive Committee of the Georgia Baptist Convention was given the power “to establish and endow a collegiate institution, to be known by the name of Mercer University.”

B. Federal Disclosure Requirements

Mercer University Federal disclosure can be found at <https://disclosure.mercer.edu/>.

C. ABA Disclosure Requirements

The ABA disclosure can be found on our website at: <http://law.mercer.edu/about/consumer/>.

D. University Accreditation

Mercer University is accredited by the [Southern Association of Colleges and Schools Commission on Colleges \(SACSCOC\)](http://www.sacscoc.org) to award baccalaureate, masters, educational specialist, and doctorate degrees. Degree-granting institutions also may offer credentials such as certificates and diplomas at approved degree levels. Questions about the accreditation of Mercer University may be directed in writing to Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, GA 30033-4097, by calling (404) 679-4500, or by using information on SACSCOC's website (www.sacscoc.org).

For the most current information on Mercer University's accrediting bodies, please refer to the catalogs or online at <https://oie.mercer.edu/accreditations/>.

E. Common University Policies

The policies listed below are governed by the University and law students frequently ask about these policies. You can find the latest version of these policies and, other policies, in the University Student Handbook at <https://provost.mercer.edu/wp-content/uploads/sites/51/2023/06/University-Student-Handbook-6.20.23.pdf>.

1. Children and Guests Policy (page 6)
2. Health & Welfare of Students, Mental & Physical (31)

3. Missing Student Policy (page 8)
4. Religious Observance Policy (page 39)
5. Service Animals and Emotional Support Animals Policy (page 41)
6. Tobacco and Smoke-Free Environment Policy (page 42)
7. Voter Registration Requirements of the Higher Education Act (Page 42)

F. FERPA Notice

The Family Educational Rights and Privacy Act (FERPA) affords students at Mercer University certain rights with respect to educational records. This policy is governed by the University and can be found at: <https://website.at.registrar.mercer.edu/ferpa/>.

G. Non-Discrimination Statement

Students and employees alleging violation by a University employee or contractor of the University's Nondiscrimination and Anti-Harassment Policy prohibiting harassment of or discrimination against any person because of race, color, national or ethnic origin, disability, marital status, veteran status, sex (including pregnancy, child birth or a medical condition related pregnancy or child birth), sexual orientation, gender identity, gender expression, genetic information, age or religion (except in limited circumstances where religious preference is permitted by law) that falls outside the jurisdiction of Title IX, should follow the reporting procedures outlined in the Non-Discrimination and Anti-Harassment Policy.

The Non-Discrimination and Anti-Harassment Policy can be found in its entirety at

<https://hr.mercer.edu/policies/upload/NonDiscriminationPolicy.pdf>.

H. Alcohol Policies

Mercer University Policy

The possession or consumption of alcoholic beverages by students is prohibited on campus and at University sponsored events. Public intoxication, consumption, or display of alcoholic liquors, wines, or beer on campus is prohibited. Use or possession of illegal drugs and drug paraphernalia is also prohibited.

Mercer University shares the widespread national concern with the serious threat to health, safety, and welfare posed by the unlawful use of drugs and the abuse of alcohol, especially in the workplace and on college campuses. Excessive use of alcohol and illegal drugs can cause serious health problems, and it can negatively affect the success of students in the educational and social areas of university life. For this reason, the University is adamantly opposed to alcohol and drug abuse, and the unlawful possession, use, or distribution of drugs by members of

the University community. Mercer University strictly prohibits such activities. The University conducts educational programs designed to lead its students into an understanding of the problems associated with drug and alcohol abuse and to enable them to make responsible choices on personal and social levels.

In addition to abiding by the regulations prescribed by the Mercer University Student Handbook, students must abide by all local, state, and federal laws pertaining to drug and alcohol use. Violations of such laws, whether they occur on or off campus, are subject to internal University investigation, review, and action.

For more information on Mercer's Drug and Alcohol Policy and Prevention visit <https://disclosure.mercer.edu/health/drug-alcohol-policies.cfm>.

Student Organizations

In accordance with the Student Code of Conduct, the possession and/or consumption of alcohol beverages, including empty containers or alcohol paraphernalia, is prohibited on Mercer University property and/or at university-sponsored events. Organizational events that occur off campus are not considered University-sponsored events and are the sole responsibility of the host organization and its members. Under no circumstances should there be alcohol at any event that could be considered a recruitment event. The use of alcohol to recruit any potential new member is considered a violation of Mercer's recruitment guidelines. It is the event host's responsibility to implement a sound risk management plan and ensure all social events taking place where alcohol is present conform to the following standards. All chapters must also follow their national organization's risk management policy and adhere to whichever is stricter.

1. Advertisement – campus advertising cannot include references to alcohol.
2. The possession, sale, use or consumption of alcohol beverages during a student organization event, in any situation sponsored by the student organization, or at any event an observer would associate with the student organization, must be compliant with all applicable federal, state, and local laws. No person under the legal drinking age of 21 may possess, consume, provide, or be provided alcoholic beverages.
3. Alcoholic beverages must either be: (1) provided and sold on a per-drink basis by a licensed and insured third-party vendor (e.g., restaurant, bar, caterer, etc.); or (2) brought by individual members and guests through a bring your own beverage ("BYOB") system.
4. Common sources of alcohol, including bulk quantities, which are not being served by a licensed and insured third party vendor, are prohibited (i.e., amounts of alcohol greater than what a reasonable person should consume over the duration of an event).
5. Alcoholic beverages must not be purchased with organizational funds or funds pooled by members or guests (e.g., admission fees, cover fees, collecting funds through digital apps, etc.).
6. Guests who are above the age of 21 and will be consuming alcohol must be "carded" for ID at the door by a third-party vendor, security company, or chapter members.
7. Social events where alcohol is present require responsible event monitors. All responsible event monitors must have attended at least one Title IX/Bystander sessions per year and must be a fully initiated member of the chapter. There should be two event monitors per 50 people at all events.

8. All social events must be registered with the Deans' Suite. By registering the event, the organization is acknowledging responsibility for compliance with this policy. The Deans' Suite is not charged with monitoring the event, but may investigate violations of the law or university policy that occur at any event with other university agencies (i.e. Mercer Police) or law enforcement.

Student Bar Association (SBA) Policy

Article XIX Alcohol Policy/Student Bar Association (SBA)

- a. No funds allocated to the Student Bar Association or any other organization shall be used to purchase alcohol for SBA or other organization social events.
- b. All social events shall be no longer than four hours.
- c. All events are to be held at public venues. No events shall be held at personal residences.
- d. At any social event hosted by SBA or a student organization off campus, where alcohol can be purchased, there shall be a non-law-student trained and certified bartender who is at least 21 years of age, who will serve the alcohol, and that person shall have the power not to serve a visibly intoxicated individual.
- e. At any social event hosted off-campus by SBA or a Student Organization where alcohol is available for purchase, free taxis must be provided. [Taxi service (2-4 cabs) at the end of the event will be available].
- f. The SBA Board of Governors will also oversee voluntary designated drivers at each social event. Student organizations that host small events for their members, where alcohol is available for purchase, may provide 4-5 designated drivers, in lieu of taxi cabs, with permission from the SBA.
- g. The SBA will provide educational seminars on the dangers associated with alcohol consumption, and the ramifications of DUI charges and/or other arrests.
- h. There must be substantial food available at no cost to any student at any event where alcohol is available for purchase.
- i. There must be alternatives to alcohol available for students at no cost.
- j. Any alcohol related problem at a social event hosted by SBA or a student organization off campus shall be reported to the SBA President and to the Assistant Dean for Student Affairs within one day of the event.
- k. Failure to comply with this alcohol policy shall result in sanctions by the SBA Board of Governors, including, but not limited to, revocation of organization charters and financial penalties.

1. Exceptions to the above policy can only be made by application to the Faculty Student Affairs Committee and must be made two weeks in advance of any event.

I. Interpretations of or Exceptions from the Rules and Requirements of the Law School

Any student may petition or request an interpretation of or exception from the rules and requirements of the Law School. Such petition should be directed to the Administrative Committee of the Faculty, which is comprised of three faculty members, appointed by the Dean. The Associate Dean for Academic Affairs and the Assistant Dean for Student Affairs are ex officio members of the Administrative Committee.

The decisions of the Administrative Committee shall be final unless two of the Committee's three faculty members vote to refer the matter to the faculty as a whole. In the event of such a vote, the Committee shall forward the referred matter to the faculty to be decided at the next regularly scheduled faculty meeting.

J. Guidelines Regarding Transient Students

Transient Student Status for Student from Other Law Schools

At the discretion of the Associate Dean for Academic Affairs, a student at another accredited law school may be admitted to this Law School as a transient student, provided that the other law school also approves the arrangement and is willing to grant a degree based upon credits received at Mercer. For more information regarding transient applications visit

<http://law.mercer.edu/admissions/apply/trans.>

Transient Student Status Elsewhere for Law School Students

Law School students who attend summer school programs of other fully accredited law schools will be given credit toward graduation at the Law School for the courses successfully completed at such schools upon approval of the Associate Dean for Academic Affairs.

At the discretion of the Associate Dean for Academic Affairs, a Law School student may be allowed to attend another fully accredited law school other than in a summer program as a transient student, for a period not to exceed one academic year, with the credits received being applied toward graduation at the Law School, under the following restrictions:

Approval shall be granted only in cases in which the student will suffer extraordinary hardship if not allowed to attend another law school as a transient student. "Extraordinary Hardship" shall include situations involving death or extreme illness in the student's immediate family which necessitates a move to another city to alleviate severe financial, medical, or other such stress;

situations in which the spouse of a student is compulsorily transferred to another city by his or her employer; and other such situations. Situations already in existence when the student first enrolled at Mercer would ordinarily not be considered justification for approval of transient status.

The other law school must accept the Mercer student as a transient student.

Mercer will only accept credit earned from an ABA accredited law school. You will need to complete the required number of semester hours (89) for graduation. Furthermore, each grade received from the law school you will attend must equal or exceed the graduation average required by that school. For example, if the graduation average for the school visited is a "C," you must have a "C" or better in each course for those grades to transfer. It will be your responsibility to determine this average. Grades from another law school will not be computed in your average and will be recorded on your permanent record as "S" and added to the hours credited at Mercer.

III Campus Information and Law School Departments

A. Main Campus Information

See Mercer University's Website: www.mercer.edu.

Bursar's Office

Bursar: Jessica Ellison
Location: Roberts Hall
Phone: (478) 301-2134

Mercer Police

Director/Chief: Gary Collins
Location: 1765 Kinship Street
Phone: (478) 301-2970

Along with 24-hour safety patrol and building security responsibilities, the Mercer Police provides escort services around campus. For personal safety, students may request the accompaniment of an officer by calling the Mercer Police main number at (478) 301-4357 (HELP).

The following rules should be followed when an accident, injury, or other related emergency occurs:

1. Notify the Mercer Police Office immediately at the emergency line, (478) 301-2911. Give the location of the injured person and briefly describe the apparent injury. The Mercer Police will then notify the appropriate emergency service, dispatch officers to the scene, and guide the emergency vehicle to the proper location on campus.
2. Remember that any attempt to render first aid or other treatment by an untrained party should be limited to only those steps necessary to sustain life and make the injured person as comfortable as possible.

B. Health Services on Campus

Campus Health Center

Location: Drake Field House, 1327 Stadium Drive
Telephone: (478) 301-2696 **Fax:** (478) 301-2116
Hours: Monday - Friday, 8:00 am - 12:00 pm; 1:00 pm - 5:00 pm

Website: <http://www.mercer.edu/shc>

The Campus Health Center is the primary provider of health services for all Mercer students. Available services include treatment for acute illnesses and injuries, allergy injections, immunizations, supplies (crutches, heating pads, etc.), and health education. Students may be treated, scheduled to see the doctor, or referred to another provider in the community.

If you are sick/injured and the Campus Health Center is Open

Visit or call as early in the day as possible, so that you can be treated as efficiently as possible, either by the nurse, or during the next scheduled clinic, or referred as needed.

If you are sick/injured after hours

1. Call 911 (off campus) or 2911 (on campus) for life-threatening emergencies.
2. If treatment cannot be delayed until the Student Health Center is open, you should go to the Emergency Room specified by your primary insurance, with your insurance information.

EXCUSES: Class attendance is an issue between the professor and student. Therefore, NO medical excuses for class absence will be issued, except if deemed necessary by the physician.

CONFIDENTIALITY: All visits to the Campus Health Center are confidential. No information will be released to anyone, including University officials, professors, or parents, without the written consent of the student.

To obtain care outside of the Campus Health Center

Students who have health insurance provided by Mercer University, should contact CORE Management at (888) 741-2673 or send an email to studentplan@corehealthbenefits.com for additional information about the scope of coverage and any pre-authorization requirements.

Students who have health insurance provided by a different source should consult with their insurance company regarding the scope of coverage and any pre-authorization requirements.

Key contact information

Campus Health Center: (478) 301-2696

Mercer Medicine: (478) 301-4111

Student Health Insurance Program

(MUSHiP): <https://studentplan.corehealthbenefits.com/PlanInformation/ssob>

C. Law School Directory

All campus phone numbers begin with (478) 301-

	<u>Phone</u>	<u>Office</u>	<u>Title</u>
Deans' Suite			
Sneddon, Karen	2602	140	Dean and Professor of Law
Ishaq Kundawala	2431	137	Associate Dean for Academic Affairs and Professor of Law
Zipperer, Jeannie	2586	141	Assistant Dean for Student Affairs
Jackson, Tracy	2607	143	Director of Finance Administration
Jackson, Bernadine	2602	138	Administrative Assistant to the Dean
Najiva Timothee	2606	139	Administrative Support Associate
Faculty			
Alsbrook, Margie	2603	307	Visiting Assistant Professor
Byars, Kaleb	2642	308	Assistant Professor
Carlson, Bonnie	2634	366	Assistant Professor
Fleissner, James	2637	310	Professor
Floyd, Daisy Hurst	2632	314	University Professor of Law and Ethical Formation
Floyd, Timothy	2631	304	Tommy Malone Distinguished Chair in Trial Advocacy and Director of Experiential Education
Gerwig, Sarah	2195	306	Director of Experiential Education and Professor
Hurley, Meagan	2239	369	Assistant Professor
Hricik, David	4154	334	Associate Dean for Faculty Research & Development and Professor
Hunt, James	2202	321	Professor of Law and Business
Hoch, Mark	2617	311	Visiting Assistant Professor
Johnson, Steve	2192	375	Professor
Jones, Mark	2636	325	Professor
Kundawala, Ishaq	2431	136	Associate Dean for Academic Affairs and Professor
Kaufman, Billie Jo	2665	212	Law Library Director & Professor of Law
Longan, Patrick	2639	309	William Augustus Bootle Chair in Ethics and Professionalism Professor
Oedel, David	2629	316	Professor
Page, Cathren	2432	374	Associate Professor
Painter-Thorne, Sue	2647	303	Professor
Ritchie, David	5686	305	Director of International Initiatives and Professor of Law and

Roudil, Monica Armstrong	2203	372	Philosophy
Sabbath, Michael	2643	365	Associate Professor
Simson, Gary	2628	333	Professor
Sneddon, Karen	2602	140	Professor and Macon Chair in Law
Titshaw, Scott	2492	317	Dean
Wilkins, Pamela	2146	373	Professor
Academic Support and Law Clinic			
Bloom, Jeff	2178	370	Director of Advocacy
Heck, Harold	2622	371	Bar Exam Specialist
Johnson, Anne	5030	312	Assistant Director of Academic Success
McCann, Margaret	5017	315	Director Academic Success
Powers, Katie	2191	377	Dean of Advocacy
Admissions and Financial Aid			
Main Line	2605		
Sutton, Marilyn	2429	144D	Assistant Dean of Admissions & Financial Aid
Squire, Antonio D.	5001	144C	Director Admissions & Financial Aid
Stacy Stone	5902	144B	Assistant Director of Admissions & Recruitment
Jasmine Dunn	2147	144E	Associate Director of Student Financial Aid Counseling
Vacant	2605	144	Admissions Specialist
Career Services			
Carr, Elizabeth	2030	105	Assistant Dean Career Services
Vacant	5014	107	Director, Career Services
Vacant	2914	106	Assistant Director of Career Services & Experiential Education
Barnes, Julie	2615	103	Administrative Assistant
Communications and Marketing			
Howard, Mary Ann	5000	344	Director, Communications & Marketing
Kinsella, Jill	5689	342	Associate Vice President of University Advancement
Reimer, Maggie	2232	341	Assistant Director of Communications and Marketing
Williford, Andrea	2180	340	Director of Alumni Programs & Engagement

Faculty Support

Jump, Cherie	2609	339	Administrative Assistant
Houston, Laney	2610	320A	Administrative Assistant

Law Library

Kaufman, Billie Jo	2665	212	Law Library Director & Professor of Law
Bradley, Sharon	2638	220	Digital and Scholarly Resources Librarian
Vacant	2625	210	Reference Services Librarian
Gullon, Ismael	5904	217	Associate Librarian for Collections & Tech. Services
Vacant	5905	219	Reference Services Librarian
Vacant	2667	221	Reference Services Librarian
Register, Julie	2613	212	Administrative Clerk
Vacant	2982	228	Library Assistant/Gov. Documents
Vacant	2614	211	Library Assistant III
Amberly Cole			Technical Services Coordinator
Library Circulation Desk	2612		
Library Reference Desk	2334		

Registrar

Walker, LaShunda	5023	205	Registrar
Lindsey, Steve	2621	209	Assistant Registrar
Griffin, Marsha	2620	207	Registrar Specialist

Technology

Osier, Chris	2947	350C	Director of IT
Wilson, Evan	2947	350B	Systems Manager I
Powers, Justin	2947	350A	IT/AV Support Technician

Other Law School Areas

Moot Court	111
Student Bar Association	126
Snack Bar	150
Mail Room	324

D. Office of Student Affairs

Assistant Dean of Student Affairs

Students experiencing challenges in their academic, financial, or personal lives should consult with the Assistant Dean for Student Affairs to discuss the availability of resources and other forms of support.

Student Bar Association and Student Organizations

The Student Bar Association (SBA), consisting of every member of the student body, is the student government and umbrella organization for all student organizations at Mercer Law.

The SBA Board of Governors serves as the primary avenue of communication between law students, law school student organizations, Mercer's administration, the Macon Bar, the State Bar of Georgia, and the American Bar Association. The SBA Board of Governors consists of class representatives and appointed students who serve on student and faculty law school committees and who sponsor social activities, speakers, and community service events.

Student Organizations

American Constitution Society	Mercer Federalist Society
APALSA	Mercer Health Law Society
Association of Women Law Students	Mercer Law Criminal Defense Association
BLSA	Mercer Law Interfaith Association
Business, Bankruptcy & Tax Law Society	Mercer Law Student Veterans Association
Child Welfare and Family Law Society	National Security Law Society
Christian Legal Society	OUTLaw
Environmental Law Society	Older and Wiser Law Students
Hispanic Law Student Association	Phi Alpha Delta
Historians in Law School	Phi Delta Phi
If/When/How	Real Estate Law Society
International Law Students Association	Rural Law Student Association
Joshua's Wish	Second Amendment Society
Mercer Advocacy Council	Sports and Entertainment Law Society (SELS)
Mercer Association of Women Law Students	Student Animal Legal Defense Fund

Access and Accommodations

Mercer University School of Law is committed to making its programs, services, and facilities accessible to all students pursuant to Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) of 1990, and the ADA Amendments Act of 2008. It is

the responsibility of students requesting accommodations for a diagnosed physical, medical (chronic health condition), psychological, or learning disability and temporary injuries to self-identify by applying for accommodations with the office of Access and Accommodation. Accommodations include classroom accommodations, testing accommodations, and facility accessibility to include parking.

Requests are reviewed on a case-by-case basis following the submission of an application and required documentation, and completion of an interview. Reasonable and approved accommodations are not retroactive.

How to Apply for Accommodations:

Verification Process

Below are the procedures to follow to request reasonable accommodations:

1. Disclose disability by submitting an application at
https://merceroaccommoate.symlicity.com/public_accommodation/.
2. Schedule an interview with the Access and Accommodation Director or Coordinator.
3. Submit documentation from a qualified provider.
4. After review of all information students may be required to meet with Director/Coordinator to discuss approval of accommodations (accepting accommodations and acknowledging policies and procedures), how the accommodations work and the process to implement in the learning environment and the testing environment.
5. Each semester - approved students must request their approved accommodations by logging into “Accommodate” and completing a semester request for accommodation forms.
6. Students must meet with Mercer Law Assistant Dean of Student Affairs following the delivery of approved accommodation plans to discuss the implementation of the accommodations.

Students should contact the Office of Access and Accommodations as early as possible (ideally just after acceptance) to begin the process of requesting accommodations. While the Office of Access works to process requests as quickly as possible, Depending on the time of year, the office processes a high volume of requests.

Change of Accommodation Requests

At any time, students may request to amend accommodation plans by logging into their “Accommodate” account and submitting a new accommodation request. Students will identify the requested accommodation and provide a description of the need related to their disability. Following the submitted request the Office of Access will review the request and documentation on file. Please know that additional discussions with the student may be requested as well as additional documentation, and accommodations are not provided retroactively.

Appeal of Accommodation Decision

Students can appeal the decision of accommodations from the Office of Access through an appeal to the Dean of Student Affairs. An appeal should be submitted in writing and include requested accommodation and description of the need as it relates to the student's disability.

Counseling & Psychological Services (CAPS)

Law students have access to Mercer University's Counseling & Psychological Services (CAPS) for free counseling appointments (paid for by student fees). To learn more about the scope of services provided, please visit the CAPS website at <https://counseling.mercer.edu/> or call (478) 301-2862.

Student Code of Conduct and Honor Code

Mercer University Student Code of Conduct

The Student Code of Conduct applies to all University students in settings, which includes, but is not limited to, study abroad, international travel, online, and off-campus educational opportunities. The Vice President for Student Affairs (or designee) may modify non-substantive procedures in the effort to adjudicate violations. The student code of conduct and processes or reporting violations is located in the University Student Handbook which can be accessed on-line at <https://provost.mercer.edu/wp-content/uploads/sites/51/2023/06/University-Student-Handbook-6.20.23.pdf>.

Student organizations will be held responsible for the behavior of their members, alumni, or guests, when their actions evolve from or are in any way related to their association with activities of the organization on or off campus. Student organizations may be adjudicated in addition to any charges levied against the individual members. Student organizations that condone or encourage behavior that violates University or state regulations may be held responsible for such violations. The policy regarding Non-academic Misconduct Process for Student Organizations is located in the University Student Handbook.

Academic Integrity Policy

Mercer University strives to be a Community of Respect that includes respect for academic integrity. Students operate under an honor system and will exhibit the values of honesty, trustworthiness, and fairness regarding all academic matters. Students, faculty, and staff are expected to report any violations in the forms of, but not limited to, cheating, plagiarism, and academic dishonesty to the honor council appropriate for their campus and program.

E. Career Services

The purpose of Career Services is to empower our students and alumni to actively seek and develop satisfying and fulfilling careers through individual counseling, professional development programming, and facilitating connections with potential employers. We expect students to take responsibility for their own professional development and job searches by meeting with the Career Services staff, attending programming, building a professional network, developing appropriate application materials, and seeking and applying for positions.

Services & Resources

The Career Services Office staff is here to assist students through law school and beyond. The CSO staff is committed to providing needed information, counseling, and skills training to prepare students for all career options, including summer externships and clerkships as well as permanent positions and judicial clerkships. The office offers a full range of services to students, alumni, and potential employers. These services include, but are not limited to:

- Providing individual career counseling sessions for students and alumni;
- Hosting year-round On-Campus Interviewing (“OCI”) programs;
- Coordinating off-campus interviewing and resume collection/forwarding programs for employers who cannot come to campus;
- Posting job opportunities online for students and alumni;
- Sponsoring professional development and job searching workshops;
- Facilitating individual and group networking opportunities;
- Setting up reciprocity with other law school career services offices for students and alumni to use;
- Maintaining resources including books, magazines, information on law firms and governmental agencies, and other career resources.

For a more detailed description of the resources and services available through the Career Services Office, please see the handbook provided during 1L Career Services Orientation, transfer orientation, or the 3L Career Development Handbook.

Policies

Eligibility to Participate in Interview Programs

Unless otherwise noted, to participate in all on-campus interviews, resume collections, resume books, job fairs in which Mercer is a participating school, and any other services offered by the Career Services Office, students must be enrolled at the Law School as of the date of the interview,

resume deadline, job fair, etc. Students withdrawing or intending to withdraw from Mercer will be ineligible to participate and any interview offers will be automatically declined.

Application Policies

Generally, when applying for an on-campus interview, students must be available to interview on the scheduled date. If you have an extenuating circumstance, you should talk with the Career Services Office before applying. For job fairs, you must be available to interview on the date of the fair without exception.

Students should no longer apply for positions once they have accepted an offer of employment for that period of time (e.g. summer) or for a permanent position. If you are certain that you intend to accept an employment offer, you must withdraw from any active bids/applications and inform the Career Services Office of the acceptance of the offer. Continuing to apply and interview once you have accepted a position for the same time period is unprofessional, may create issues for the employer, and ultimately reflects poorly on Mercer. Students failing to follow this guideline may lose access to future opportunities through the Career Services Office.

Application materials must be appropriately drafted, include all requested items, and follow all instructions. Examples of application materials are provided in the Career Services handbooks and should be followed. Materials that are incomplete, poorly drafted, or otherwise inappropriate will not be sent to employers.

Policy on Contacting Employers

If you are applying for a position advertised through the Career Services Office or through a job fair you may not, under any circumstance, contact the employer directly unless otherwise instructed by the Career Services Office or until contacted directly by the employer. Employers take advantage of these recruiting services in order to avoid managing applicants on an individual basis. If you have a question about applying, interviewing, etc., talk with the Career Services Office.

Interviewing Policies

Failing to attend an accepted interview is unacceptable, as it is a poor reflection on the student and on the Law School. Accordingly, students must follow the interview policies below.

If chosen for an interview, you should plan to interview (unless you have accepted another position) or immediately decline the interview offer. Once you have accepted an interview, you must attend the interview unless you accept another position before the scheduled interview date. Students who have applied for positions through On Campus Interview (OCI) or job fairs should check their Law School email account and BearBoard frequently for notification of interview status. If, after scheduling an interview, you accept an offer from another employer for the same period of time for which you would be interviewing, or for a permanent position, you must follow the instructions below for withdrawing from the interview.

If you cannot attend an interview that you have accepted, you **MUST** contact a member of the Career Services Office staff directly and immediately for further instruction. Withdrawing from the interview through BearBoard is not permitted. By withdrawing at the earliest possible time, another student may receive an interview with that employer. If you withdraw at the last minute, the employer may not elect to consider another student.

We understand that emergencies do occasionally arise. If an emergency arises the day of the interview, you must contact the Career Services Office in person or by phone immediately and speak with a staff member directly (email and voicemail are not sufficient). Although it is not acceptable to miss an interview, if you miss an interview, you must write a letter of apology to the interviewer to explain what emergency kept you from the interview. A copy of this letter must be given to the Career Services Office. Your BearBoard account will be locked until the copy of the apology letter has been submitted to the Career Services Office. The Career Services Office reserves the right to deny services to any student who repeatedly misses interviews. Failure to attend interviews or to appropriately handle a missed interview may result in your temporary or permanent suspension from participation in on campus interviews, job fairs, and BearBoard access in general.

Policy on Employment Offers

By accepting an offer of employment, you are committing yourself to that employer for the agreed-upon time period. Reneging on an accepted offer is an ethical violation of that commitment. Reneging on an accepted offer can negatively impact your reputation and that of Mercer Law. In addition, it can skew employers' perceptions of other Mercer Law students and graduates, resulting in decreased recruiting opportunities. Because of Mercer Law's strong interest in maintaining employer relationships and maximizing opportunities for all students and alumni, reneging on an accepted offer of employment may result in the loss of all OCI and job fair privileges. This policy applies whether or not the accepted offer was secured via a Mercer Law sponsored interview program or job fair. If you are considering reneging on an accepted offer of employment, speak with your career advisor or the Associate Dean prior to making a final decision.

F. Financial Aid

Financial Information

Approximately 98 percent of Law School students receive financial aid. Financial aid consists of scholarships, loans, and work study. Information regarding student loans and academic merit scholarships may be obtained by contacting the Financial Aid Office. The priority deadline for receipt of financial aid applications is May 1. Applicants applying for student loans or work study must submit the Free Application for Federal Student Aid (FAFSA) and the Mercer Financial Aid Application each year.

Course Load

In general, to be considered for financial aid, the student must be admitted and meet the minimum enrollment requirements. The following are enrollment requirements for the Law School:

Fall and Spring Term Enrollment: Students must be enrolled in a minimum of 12 credit hours to be considered full-time, except in the sixth semester where 10 credit hours is considered full-time. Half-time enrollment is a minimum of 6 credit hours.

Summer Term Enrollment: Students must be enrolled in a minimum of 6 credit hours to be considered full-time and in at least 3 credit hours to be considered half-time.

Debts

No records will be released, and no student will be considered by the University as a candidate for graduation until all indebtedness to the University has been settled. The Bursar's Office is authorized to withhold and apply to the student's debt any funds needed, including the student's payroll check, stipend, scholarship, loans, state grants, or any other student financial aid. Students with outstanding indebtedness will not be eligible for priority registration, and the student may be subject to late penalty and interest charges. Unpaid student accounts which are deemed delinquent may be placed with a collection agency. If such action is required, the student will be liable for any costs associated with such action.

Satisfactory Academic Progress (SAP) Requirements

SAP Policy

The Department of Education requires a school to establish minimum standards of academic progress that a student must meet to maintain general eligibility for financial aid. The Law School's Satisfactory Academic Progress standard (SAP) is used to determine if an enrolled student is making satisfactory academic progress to remain eligible for federal aid. SAP standards are used solely to determine federal financial aid eligibility; they do not cancel, modify, or override The Law School's academic policies or requirements. This policy provides a consistent application of standards to all students, ensuring both the quality of academic work and the completion of a student's program within the maximum time frame. **The Law School's SAP policy provides that a student's academic performance will be evaluated at the end of each semester.**

The SAP policy will measure:

1. **Qualitative Standard** - Cumulative GPA a student must achieve at each evaluation checkpoint to be eligible for federal financial aid and considered as having made SAP.
2. **Quantitative Standard** - Pace of progression to ensure graduation within the maximum time frame.

Qualitative Standard

To be eligible for federal financial aid and considered as having made SAP, a student must maintain the minimum cumulative grade point average (GPA) required by The Law School's policies relating to academic exclusion and readmission. At Mercer, a student must maintain a minimum 78.000 GPA and the GPA is evaluated at the end of each semester. If a student's cumulative average falls below a 78.000 average at the end of the spring semester of the first or second year, the student shall be dismissed from the Law School. For more information regarding academic exclusion and readmission and financial aid SAP policies, please see the Student Handbook, which is also available online at <http://law.mercer.edu/academics/registrar/>.

In addition, the Law School's SAP Policy is available online at

<http://law.mercer.edu/admissions/financialaid/>.

Quantitative Standard

Federal regulations allow us to award students up to 150% of their required hours. Our degree requires 89 credit hours to graduate, therefore Mercer may award a student up to 133 credit hours ($89 \times 150\% = 133$). A student must also complete at least 67% of attempted hours each semester. The maximum timeframes for students to finish their degree will be verified at the end of each semester or grading period to ensure compliance toward graduation and monitor the student's SAP.

Transfer hours	Will count as both hours attempted and hours earned.
Incompletes	Will count as hours attempted until the course is completed. A passing grade will count as hours earned; a failing grade will remain as hours attempted only.
Repeat Courses	Both courses will count as attempted hours.
Withdrawal	Will count as hours attempted only
Remedial course work	Not included in the GPA, but reviewed for progress

Financial Aid Warning & Probation

Financial Aid Warning

A student who fails to maintain the qualitative or quantitative standards for SAP is automatically placed on Financial Aid Warning. The Director of Admissions & Financial Aid will notify the student when this occurs and will advise the student regarding the SAP standards that must be met by a specific term to retain eligibility for federal financial aid. The following apply to students on Financial Aid Warning:

1. The student will continue to receive federal financial aid for one payment period or semester (referred to as the Warning Period). Aid for the subsequent period is placed on hold status until SAP can be reviewed following the Warning Period.

2. If the student is still not making SAP after the Warning Period, the Director of Admissions & Financial Aid will notify the student that he or she is ineligible for federal financial aid until either all SAP standards are successfully met or the student has successfully appealed and been granted a period of financial aid probation, as detailed below.
3. Financial aid warning status is not appealable.

Financial Aid Probation

This status is assigned to a student who fails to make SAP, has appealed, and has had eligibility for aid reinstated. Once a student is notified that aid eligibility has been suspended for failing to make SAP, the student may appeal that determination using the process below. Financial Aid Probation allows a student to continue to receive aid under the terms specified by the Assistant Dean of Admissions & Financial Aid if the appeal is granted. No more than two appeals will be granted per year.

Satisfactory Academic Progress Appeal

A student who fails to meet the SAP standard at the end of the spring semester of the first or second year shall be eligible to appeal this adverse determination to the Director of Admissions & Financial Aid by following the steps described below:

1. Describe and submit documentation explaining the mitigating circumstances that led to the failure to make SAP. These circumstances shall be considered mitigating if they are of a severe and temporary personal, medical, or financial nature.
2. Provide a detailed plan about how the student will handle or resolve the mitigating circumstances to allow the student to improve and ensure future academic success to make satisfactory progress at the next evaluation.

If a student is petitioning for readmission, the petition and supporting documentation, which will be submitted to the Assistant Dean for Student Affairs, will satisfy the requirements of items 1 and 2 above.

3. The student must submit a proposed academic plan that would allow the student to meet the SAP standards within a set period of time. The student is required to meet with the Director of Academic Success and /or the Associate Director of Academic Success in developing a proposed academic plan.
4. Submit a SAP Appeal Form, which is available in the Financial Aid SAP Policy portion of the Law School's website.

Appeal Process

The Assistant Dean of Admissions & Financial Aid and Director of Admissions & Financial Aid will review all SAP appeals. As noted above, the academic plan must detail what is necessary for the student to achieve SAP standards in a prescribed amount of time.

If Financial Aid Probation is granted through appeal and the student can meet SAP in one semester, aid may be received for that semester. A student will be required to fulfill specific terms, such as participating in an Academic Success Program while on Financial Aid Probation. If an academic plan is approved, eligibility for aid will be reinstated and can be received as long as all conditions of the plan are met. If the academic plan conditions are not met, then aid eligibility is lost until the student meets the SAP standards or appeals again by emailing the Director of Admissions & Financial Aid another SAP Appeal Form and an updated Academic Plan signed and dated by the student's Academic Success Advisor.

If the appeal is denied or eligibility lost for failing to meet the terms of the approved academic plan, the student must immediately arrange to pay for his or her school expenses. Students who lose their federal financial aid eligibility may continue their studies using other aid sources or by funding their education themselves as long as they otherwise meet the Law School's academic standards. The student will be notified of the outcome of his or her appeal in writing or via email to the student's law school email address.

Delays in Aid Disbursement

Because grades may not be available before the beginning of the next scheduled semester, the possibility exists that financial aid may be disbursed to a student before the review can be conducted. If a student is placed on Financial Aid Warning after grades are posted, the student remains eligible for the aid received. If the student is already on Financial Aid Warning, aid will not be disbursed until a determination is made that the student has met the requirement for SAP. If the student is on Financial Aid Probation, the student must meet the requirement of satisfactory academic progress or meet any academic plan conditions to receive aid. If a student is determined to be ineligible for the financial aid that has been disbursed due to failure to meet one or more qualitative or quantitative SAP standards or academic plan condition, the aid that was disbursed will be canceled and returned to the student's loan servicer. The student is then responsible for making payment arrangements for any amounts owed to the Law School.

Sources of Financial Aid

Federal Direct Stafford Student Loan (Unsubsidized)

Students must complete the FAFSA and the Law School Application for Financial Aid each year to be eligible for an unsubsidized loan. Eligible law students may borrow up to \$20,500 per academic year. The aggregate amount a professional student may borrow for direct subsidized and unsubsidized loans is \$138,500 (this amount includes loans received for undergraduate and graduate study). Interest is charged from the time the loan is disbursed until the loan is repaid in full. Interest payments may be deferred while the borrower is in school. Deferred interest will be capitalized at repayment. Repayment begins six months following departure from school or dropping below half-time enrollment. For the most recent interest rate and origination fee, please see <https://studentaid.gov>.

Private/Alternative Loans

Law students may be eligible to borrow money through private lenders. These loans are based on creditworthiness and some may require a co-signer. Interest rates are variable. Most lenders offer a six to nine-month grace period following departure from school. Loan applications may be obtained online at the lender's website.

Scholarships

Mercer Law School offers merit scholarships each year to applicants whose academic records, LSAT scores, and personal achievements demonstrate the potential for outstanding performance in the study of law. Subject to availability of funding, the Law School also provides some limited additional scholarship awards to students who are ranked in the top segment of their class after the first year and who received little or no other Law School scholarship awards when they entered.

Scholarships will be renewed the final two years of law school as long as the student remains in good standing. The definition of good standing is that a student maintains a 78.000 or above average at the end of each academic year.

Maintaining a scholarship is conditioned on remaining in good standing (78.000 GPA or higher). A student who is academically dismissed will receive no Law School scholarship money if readmitted—even if the student returns to good standing and completes law school.

In addition to merit scholarships, students may also qualify for academic awards. Information regarding merit scholarships may be obtained by contacting the Office of Admissions & Financial Aid.

Work Study

Students who are interested in working at the Law School should contact the Director of Financial Aid. Federal work-study hours are awarded based on financial need. Students must complete the FAFSA and the Law School Application for Financial Aid each year. Other employment opportunities may be available under the regular wage program.

Withdrawals/Refund Policy

Mercer University will maintain a fair and equitable refund policy by adherence to the Institutional Refund Policy in all programs, in all schools, and on all campuses. This policy is subject to change if there are future changes to the Federal Return Policy or other federal, state, accrediting agency, or institutional policy with which it may conflict.

The criteria for the Mercer Institutional Refund Policy are based upon federal mandates established by the Federal Return Policy, which took effect on all Mercer campuses on August 15, 2000,

replacing all existing refund policies throughout the University. The policy applies whether or not Title IV awards are involved.

A student who FORMALLY RESIGNS from school prior to the last day of the drop/add period for any term of enrollment will be entitled to a 100% credit of tuition and fees charged for the current term (the \$500.00 deposit for entering students is non-refundable). A student who FORMALLY RESIGNS from school after this date may be entitled to a prorated credit of the tuition and fee charges if certain criteria are met as described in this policy.

The drop/add period for the winter Intersession classes at Mercer Law ends on the first day of class. It is the student's responsibility to return the full amount of federal aid received for any winter program, if the student decides not to earn the credit hours for which the aid was awarded.

Questions regarding refund procedures and amounts should be directed to Mercer Law's Office of Admissions and Financial Aid at 478-301-2147 or to main campus's Office of the Bursar, 1501 Mercer University Drive, Macon, GA 31207 or 478-301-1111. Students are charged tuition and fees for all attempted hours, regardless of completion.

Refunds will be calculated based on enrollment of either semester-based programs or session-based programs, as defined below:

Semester-Based Programs: Class enrollment spans the entire semester. Classes typically run 16-weeks.

Session- (or module) Based Program: Enrolled in one or more courses that do not span the entire semester. Typically, there are two 8-week sessions within the semester.

***Special requirements for session-based program refunds will be notated throughout this policy by an asterisk.**

PLEASE NOTE: The last date for a tuition refund MAY NOT correspond with the last day to withdraw for the term. Please contact the Bursar's Office for the last day to withdraw for a tuition adjustment.

Eligibility for Refund of Tuition, Fees & Other Institutional Charges

A student is not eligible for any refund if:

1. The student fails to formally withdraw;
2. The student is suspended;
3. The student withdraws when a disciplinary action or honor code violation is pending;
4. The student withdraws from a class or classes but does not completely withdraw from the University.

When the university has assessed charges in error, a full refund of these charges will be made.

Officially Withdrawing

1. To officially withdraw from the semester, a student must drop or withdraw from all courses for the term.
2. Students contemplating dropping or withdrawing from courses are urged to first consult their student financial aid counselor for information regarding the impact of this action on their financial aid award.
3. Complete and return a paper Term Withdrawal form to the Registrar's Office.
4. The completed form must be submitted by the Registrar's Office before withdrawal can be finalized.
5. Refund calculations will be based upon the date the student officially notifies the Registrar's Office in writing or in person of his/her intent to withdraw.
6. Per federal regulations, a calculation for the return of federal funds will be completed within 45 days of the student "officially withdrawing."
7. Any balance or overpayment created due to financial aid disbursements being returned to their original source of funding per the withdrawal calculation will become immediately due and payable, by the student, to the University and in some cases to the U.S. Dept. of Ed.
8. Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.
9. *Session-Based students who officially withdraw from Session I and are also enrolled in Session II must provide written notification they plan to attend Session II classes. Without this written documentation, the student will be dropped from the Session II classes and a Term Withdrawal Calculation will be completed.
10. *Session-Based students who drop Session II courses while still attending Session I are not considered withdrawals. However, if the student is Pell eligible or receiving the Georgia Tuition Equalization Grant, a downward enrollment calculation is necessary. **NOTE: If the student drops all Session II courses after Session I ends, through the end of drop/add period for Session II, a withdrawal calculation must be performed even if Session I courses were completed with grades.**

Unofficially Withdrawing

1. Non-attendance or ceasing to attend a course(s) does not constitute an official schedule change, course withdrawal, or term withdrawal.
2. Failure to “officially withdraw” will result in academic penalties and may affect the student’s Satisfactory Progress rating.
3. Students failing to officially withdraw will be held financially accountable for tuition, fees, and stipends issued to them for the term.
4. If a student ceases attendance without notifying the university, a Federal statutory provision allows the university to use the midpoint of the payment period as the withdrawal date for calculating the return of financial aid funds. Otherwise, the university may use the student’s last verifiable day of an academically related activity.
5. Per federal regulations, a withdrawal date will be determined within 30 calendar days from the end of the semester for those students who ceased attendance without “officially withdrawing” from the University and those students who are determined not to have earned any credit for the semester.
6. Any balance or overpayment created due to financial aid disbursements being returned to their original source of funding per the withdrawal calculation will then become immediately due and payable, by the student, to the University and in some cases to the U.S. Dept. of Ed.
7. Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.
8. *Session-based students who complete Session I, earning a grade(s), then cease attendance in session II courses are considered “unofficial withdrawals.”

Refund of Non-Tuition Charges

1. If a student withdraws before the first day of classes for the term, housing and/or meals will be charged based on usage up until that point in time.
2. If a student withdraws prior to the beginning of the semester or during the official drop/add period, lab fees, facility/technology fees, and insurance premiums will be reversed.
3. If a student withdraws after the end of the official drop/add period, housing and meal plan refunds will be calculated by Residence Life and Auxiliary Services respectively, based on usage.
4. Pre-enrollment deposits and dormitory or housing deposits are non-refundable.

5. Insurance Premiums are non-refundable after the waiver deadline.
6. Additional charges for housing and meals will be assessed on a prorated basis from the date of withdrawal until the student vacates the room and returns his/her key and keycard.
7. Once all calculations are completed, the Bursar Office will invoice the student for any outstanding balance.

Refund Appeals

Any exception to the University Refund Policy requires a written appeal by the student to the Refund Appeals Committee. Letters must be submitted, along with any supporting documentation, to the University Bursar by the beginning of the semester following the one in dispute. The committee meets each semester and responds in writing. This is the student's final venue of appeal.

Withdrawal Refund Calculations

The federal government requires the Office of Financial Aid to calculate how much Title IV aid a student has earned. Federal regulations state that a student earns Title IV aid based on the period of time he/she remains enrolled for a particular term.

A student who has completed more than 60% of the enrollment period is considered to have earned 100% of the Title IV aid awarded; no return of Title IV aid is required.

Enrolled Days

_____ = % of Title IV Earned By Student
Days in the Enrollment Period

Pursuant to federal regulations, any federal funds not earned by the student must be returned to the Title IV program in the following order:

- Unsubsidized Federal Direct Stafford Loan
- Subsidized Federal Direct Stafford Loan
- Federal Perkins Loan
- Federal Direct Plus Loan
- Federal Pell Grant
- Federal Supplemental Educational Opportunity Grant
- Other Title IV Aid Programs

Non-Title IV financial aid funds will be returned in the following order:

- State and other loans
- State and other grants/scholarships
- Mercer institutionally-funded loans
- Mercer institutionally-funded grants/scholarships
- Mercer endowment-funded loans

- Mercer endowment-funded grants/scholarships
- Other loans
- Other scholarships
- Student/parent payments

For the most up-to-date information on withdrawals/refunds and examples of Semester-Based Federal Return Calculations, please review Mercer University's Catalog at: <https://registrar.mercer.edu/macon/catalogs.cfm>, and the Bursar's Office website at: <https://bursar.mercer.edu/macon/withdrawal/>, and the Mercer University Student Handbook at: <https://provost.mercer.edu/handbooks/studenthandbook.cfm>.

For additional information on the Law School's Withdrawal Policy, please review Mercer University's website at <https://bursar.mercer.edu/macon/withdrawal/>.

Refunds and Stipends

All payments made by or on behalf of a student shall be receipted to his/her account. Refundable credit balances are processed on a regular basis by the Office of the Bursar. Credit balances resulting from overpayment by credit card payment will be refunded to the credit card. Credit balances resulting from financial aid will be refunded to the student through their Student Choice Refund option. A student may select their method of refund/stipend through their MyMercer student portal. Mercer currently offers Direct Deposit, Reloadable Prepaid Debit Card, or paper check. Paper checks are the default refund method and are mailed to the address listed on the Student's Master file. Each student is responsible for ensuring his/her address is accurate to avoid delays in receiving their check. The Bursar Office encourages students to enroll in Direct Deposit to ensure the fastest and most efficient handling of their refunds.

If a school attempts to disburse the credit balance from federal funds by check and the check is not cashed, the Bursar's Office will return the funds to the Department of Education no later than 240 days after the date the check was issued. If a Direct Deposit of federal funds is rejected or a check returned to the school, the Bursar's Office may make another attempt to disburse the funds or the funds must be returned no later than 45 days after the rejection date. Any refunds that are rejected or returned and are generated by non-federal funds will be reattempted for five (5) years. After this timeframe, refunds will be escheated to the State.

G. Law Library

Library Hours

The law library is open to law students with a Bear Card (building access card).

Circulation

Circulation Services, including the reserve collection, is available during the hours listed below. Abbreviated hours will be posted via the Law School, law library website, and social media.

Day	HOURS
Monday - Thursday	8:00 am – 8:00 pm
Friday	8:00 am – 5:00 pm
Saturday	Closed
Sunday	1:00 pm – 8:00 pm

Carrels & Tables

Carrels and tables are available for study on a first-come, first-serve basis. **No** personal items should be left unattended. The library is not responsible for unattended items. Do not tack, tape, or permanently affix anything to carrels, tables, walls, end panels, or other furniture and equipment in the library.

Call Phones

Cell phones should be on silent. All calls should be taken in the lobby area near the Registrar's Office.

Food and Drink Policy

Food and drink are permitted in the law library. Keep in mind housekeeping services end at 3:00 pm on weekdays when the Law School is open. Students should dispose of all trash promptly and properly.

Interlibrary Loan

Unavailable resources may be requested through interlibrary loan/document delivery services by emailing reference@law.mercer.edu the details of the book, article, or chapter information.

LawCat

LawCat is the Law Library's online catalog of library holdings, including print and online resources. LawCat is available on the web at <http://law.mercer.edu/library/> and at designated computers in the library. For assistance using LawCat, inquire at the circulation desk.

Lexis, Westlaw, and Bloomberg Law

Lexis, Westlaw, and Bloomberg passwords and access to other databases and services are distributed at orientation. The Introduction to Legal Research course will cover access and instruction. Student passwords are valid through graduation. Each vendor will supply its own cancellation date. Password sharing violates the terms of the agreement consented to by each user. Questions about access and use of Lexis, Westlaw and Bloomberg Law should be directed to a law librarian.

Library Website

The library web site, <http://law.mercer.edu/library/>, is a gateway to specialized legal research databases and sources, including full text sources and journal indexes. In addition, students will find a variety of subject guides to legal research, including an extensive list of Georgia resources. Links to LawCat and other library catalogs are also available.

Lost and Found

The circulation desk is the temporary repository for personal items found in the library. If you find or lose an item, ask for assistance at the Circulation Desk.

Microfiche

Microfiche and film are located on the second floor of the law library. Inquire at circulation.

Reference Services

Mercer Law Librarians assist users in locating information, developing effective research strategies and identifying appropriate online and print resources. Reference services are available via chat, zoom, phone or email at reference@law.mercer.edu.

Reserve Materials

Reserve materials, consisting of items placed on reserve for current classes and other high-use items, are behind the circulation desk. Reserve items may be checked out for two-hour use in the library. Some reserve items also may be checked out for overnight use two hours before

closing, and must be returned within one hour of opening on the following day. Lists of course reserve materials are available on LawCat, the online catalog, and may be retrieved by either the course name or the professor's name.

Scanning

The photocopy next to the circulation desk also scans. Students may scan and email documents to their Law School email address, at no charge. For large documents, ask for assistance at the circulation desk. Scanners are also available in the first and third floor tech lounges. Students may also scan to a USB drive.

Study Rooms

Study rooms are available for group study. All are equipped with whiteboards. These rooms can also be used for practicing oral arguments and presentations as well as for reviewing practice sessions.

Walnut Wing	225, 226, 227	
Mulberry Wing	215 and 216	
Third Floor	345, 346, 347, 348, 351	Equipped with projectors, monitors, DVD players

Law students may check out whiteboard supplies at the circulation desk for two-hour periods.

The Lawyers' Reading Room is a larger room that can be reserved for meetings, classes, workshops, and other events.

Checkout Times

Due dates and times will be distributed at check-out. You may also refer to your Law Library Account.

Lost or damaged books are charged at replacement costs + a \$15.00 processing fee. Lost & replacement charges will be waived if the item is returned.

H. Registrar's Services

It is the student's responsibility to keep the Registrar's office informed of a current mailing address and any other information in the student's possession necessary for accurate record-keeping. Students wishing to provide or obtain the following information, or a record or letter certifying student status and information should consult with the Registrar.

- Address/Telephone Number Changes
- Bar and Fitness Certifications

- Anonymous Grading Numbers
- Drop/Add
- Enrollment Certifications
- Faculty Course Evaluations
- Grades/ Class Rank
- Graduation
- Loan Deferments
- Name Changes
- Registration
- Student Records
- Transcripts
- Veterans Administration Certifications

Transcript Requests: Current students may request an electronic transcript by logging into their MyMercer account. For paper transcripts, current and former students may complete the Transcript Request Form available at <http://law.mercer.edu/academics/registrar>. The form may be submitted to the Registrar's Office or emailed to registrar@law.mercer.edu. If requested, we will provide Mercer University undergraduate transcripts for law students.

Fee Structure

- (No charge) Two to five-day service, mailed copy
- (\$3.00) Electronic transcripts, non-rush
- (\$28.00) Electronic transcript, rush
- \$25.00 overnight service fee per address (Prior to 3:00 p.m. only)

I. Technology & Media Services

General Policies

Account Responsibility

Students have access to 1 Terabyte of storage space through Microsoft OneDrive. Account holders are fully responsible for their accounts. The contents of a personal folder/directory are the responsibility of the account holder as is the security of that person's password. On law school computers account holders should log in using their username and password and remember to log out when they are finished with their sessions. Do not store files on the hard drives of law school computers as those files are unprotected and are periodically erased.

Printing

Networked laser printers (WEPA) are provided in the Technology Lounge on the third floor, the law library on the second floor, and the student lounge on the first floor. Students are charged for

print jobs sent to the networked laser printers. At the beginning of the academic year, each student's account is credited with 200 pages. Additional pages may be purchased at \$0.08 per page for black & white or \$0.25 for color at a WEPA printer. Print jobs sent to LexisNexis printers are not charged against student accounts at the present time but are included in the law library's subscriptions for these services.

Printers are a shared resource. Please respect the needs of others who are trying to print their documents in a timely fashion.

For multiple copies of a document, use the copy machines in the law library. The copy machines are equipped with automatic sheet feeders and photocopies are \$.05 per page.

Software Applications

The Law School provides applications that enable law students to complete course work and other law school assignments. Applications include word processors, web browsers, spreadsheets, research programs, and utilities, among others. Users may not install or change any programs on the lab or law school computers. Students who need access to an application that is not currently available should contact the Director of Information Technology. It may be a violation of federal and state laws to upload or download files to or from the network, any lab computer, the Internet or any other information provider. Applications not installed by the Law School may not be run on law school computers without the prior approval of the Director of Information Technology.

Use of E-mail, Internet, and Other Electronic Information Systems

Mercer University provides an email account for each student. This account is to be used to facilitate communication to further the community, academic and intellectual pursuits of the law school. Persons who use email for inappropriate or offensive communication may be in violation of the honor code as well as federal or state laws. Mercer University also provides each student with on-campus access to the Internet. Some material on the Internet may be offensive to other community members. All members of the law school community are required to respect the rights of others while using the Internet.

Student Assistants

Student assistants are available in the IT Suite from 8:00 a.m. - 5:00 p.m. Monday - Friday. Their schedule is posted in the IT Suite For computer Technology questions and concerns, or to report a problem when a student assistant is not available, see the Director of Information Technology, in the IT suite on the 3rd floor.

Training

Classes may be held in one of the classrooms by the IT department for email, web, word processing and other programs. If you would like to receive training in a particular application, please contact the Director of Information Technology. If you would like assistance with LexisNexis or Westlaw, please contact one of the reference librarians.

Media Services and Equipment

Media services consist primarily of delivery, setup, removal, maintenance, and training in the use of classroom technology and audio-visual equipment in the law school. Classroom equipment requests can be made to Justin Powers at powers_j@law.mercer.edu. Requesters are responsible for room reservations and furniture arrangement. Classroom assignments and room reservations are handled by Deans' Suite staff..

Generally, requesters are asked to provide their own operators, especially for evening or weekend events. Instructional Technology staff will instruct the designated students in the use of the equipment.

V. Building Information and Campus Safety

A. Building Hours

Students must use their Bear Card to access the building.

Student Access to Law Building and Library

Monday-Friday: 6:00am-12:00am/ midnight

Saturday-Sunday: 8:00am-12:00am/ midnight

Final Exam Period

Student Access to Law Building and Library 24/ 7 access beginning at 6:00am on the Friday before the first exam and ending at 5:00pm on the final day of exams. Normal hours resume the morning after the last final exam.

Student to Law Building During Mercer University's Winter Break

Daily: 8:00am-10:00pm

No public access

B. Card Access System

Students may use their Bear Card to access the building and Law Library. Most students will now have Bear Card access through their phone rather than through a physical card. The Bear Card may also be used as an ATM card through Wells Fargo Bank. Additionally, students may add monetary value to the card and use it for vending machine, bookstore, and food service purchases. In the Library, the Bear Card may be used for photocopies and to check out books.

The Bear Card, designed for the safety and convenience of students, imposes certain responsibilities on each student. Students should not compromise the Bear Card system and endanger the security of those in the building by loaning their cards to others. Students may not allow others to enter the building.

It is the responsibility of each student to report any lost or stolen Bear Card to Marsha Griffin in the Registrar's Office or Bernadine Jackson in the Deans' Suite. The lost Bear Card can be deactivated to prevent unauthorized access to the building. A replacement Bear Card can be issued for a charge of \$25.

C. Law School Student Mailboxes

Student mailboxes available for Law School correspondence are located in the student lounge area on first floor. Mailboxes are for internal use only and should be checked daily.

Students should not use the Law School address to receive personal mail.

D. Lockers

Personal lockers are available to all Law School students. Locker reservation is held during the first few weeks of each school year and is required before placing a lock on a locker. Students wishing to retain their locker reservation for the subsequent academic year must notify the Student Bar Association prior to the end of the spring semester. During the summer, lockers that have not been retained will be opened and the contents discarded.

If you have a problem with your locker, you should contact the Student Bar Association.

E. Emergency and Safety

Campus safety is a priority at Mercer University. For health and safety information, policies, and Mercer University's Annual Security Report, visit <https://disclosure.mercer.edu/health/>

Below is specific health and safety information for the law school building.

Emergency Alarms and Telephones

Mercer Police: (478) 301-4357; (478) 301-(HELP)

Indoor emergency telephones. There are four indoor red emergency phones that automatically call Mercer Police when the handset is lifted. The locations of the emergency phones are as follows:

- 1st floor: main entrance lobby and outside of the Webb Room, #119 near the south end entrance
- 2nd floor: in the Law Library next to the Law Library entrance
- 3rd floor: faculty suite hallway outside of third floor library

Outside emergency call buttons. There are three outside emergency call buttons located by the Bear Card reader at the north end student lounge entrance, main entrance, and the south end entrance.

Outdoor blue light emergency phones. Three blue-light emergency phones are located in the faculty and staff parking lot near the Law Library book return box, the Woodruff House parking lot, and the student parking lot.

Mercer Police patrols. Mercer Police officers including a K-9 unit patrol the Law School property on varying schedules during the week.

Fire alarms. Fire alarm levers are located in multiple places throughout the building.

Emergency weather alert buttons. There is an emergency weather alert button allowing access to the basement during severe weather conditions. The button is next to the basement door located on the first floor, down the hallway near the Law Review office. The button must be pressed and held for three seconds to open the door.

Building Use After Hours

The following suggestions are for personal safety after regular operating hours:

Parking. Park in the faculty and staff parking lot after 5:00 p.m. or in the student lot as close as possible to a building entrance/exit.

Departing Law School property. Leave the building in groups with a student aide escort, or with a Mercer Police escort. Mercer Police may be reached on the emergency phones or by calling (478) 301-4357. Student aide staff will be stationed in the main entry lobby of the Law School during the fall and spring semesters.

Entrances and exits. Do not prop the entrance doors open as this may allow access to anyone and compromise the safety of students, faculty, or staff in the building.

Access to the Law School Building: Due to occurrences of violence on college campuses in recent years, there is a heightened awareness of the need for adequate security at campus buildings. Although it may cause some inconvenience, restricting open access to the building is one way to enhance the safety of individuals inside the building.

Access to all building entrances at the School of Law requires a Bear Card. Law enforcement and security professionals cite the following reasons to restrict access:

1. Funneling traffic flow to one primary entrance significantly decreases the likelihood of violent events occurring inside the building.
2. Perpetrators tend to use side or back entrances and avoid using main entrances.
3. Bear Card use allows for the identification of students, faculty, and staff entering the building and will be helpful for police officers to quickly make a distinction between students, faculty, staff, and guests.
4. Acting upon building access recommendations decreases the Law School's liability if an unlikely violent event occurs.

If faculty, students, or staff notice any suspicious person or activity, they should contact Mercer Police immediately by calling (478) 301-4357.

F. Student Parking

Student Parking Lot Designations

The Law School has two parking lots. The lower parking lot is reserved year-round, 8:00 a.m.-5:00 p.m., Monday through Friday, for faculty, staff, and visitors of the Law School. Students may park in the lower parking lot after 5 p.m., Monday through Friday, and any time on weekends. Student parking is in the upper parking lot. However, parking spaces marked “reserved” in the upper parking lot are designated for faculty and staff of Law School. Students should not park in the lower lot or reserved spaces in the upper lot from 8:00 a.m. to 5:00 p.m.

The upper parking lot may be accessed from Georgia Avenue by entering the alley, which is adjacent to the driveway leading to the lower parking lot. Students exiting the alley must make a right onto Bond Street, a one-way street. Public parking is available on Bond Street in front of the Law School. Students should drive slowly and be mindful of children who walk and play in the neighborhood.

Required Vehicle Registration

Students must register their vehicles with Mercer University annually. Student can submit a parking decal request through their MyMercer accounts. Students will receive a Mercer University parking decal identifying them as students of the Law School and will have parking privileges in designated spaces on Mercer University’s main campus. This decal must be displayed on the bottom left corner of the front window of the student’s vehicle.

Parking Tickets

Mercer Police will ticket students who park in the lower lot and/or in reserved spaces between 8:00 a.m. and 5:00 p.m. The Law School does not excuse parking tickets. However, parking tickets can be appealed by completing an appeal form available at the Mercer Police Department on the main campus.

Please note that students will be required to pay all parking tickets at the beginning of each semester prior to registration. Parking tickets must be paid or students will not be allowed to register for the next semester. Frequent offenders run the risk of having their vehicles towed at the owner’s expense neighborhood.

VI. Questions and Complaints

A. Who to Contact

The Law School students with concerns, questions, or grievances should address them to appropriate members of the faculty and administrative staff listed below.

The Assistant Dean for Student Affairs is available to hear any student concern.

- **Admissions and Financial Aid**, Marilyn Sutton, Assistant Dean of Admissions & Financial Aid (sutton_m@law.mercer.edu)
- **Building and Grounds**, Bernadine Jackson, Administrative Assistant to the Dean (jackson_bl@law.mercer.edu)
- **Career Services**, Elizabeth Carr, Assistant Dean for Career Services (carr_e@law.mercer.edu)
- **Academics/Class & Exam Schedules**, Ishaq Kundawala, Associate Dean for Academic Affairs (kundawala_I@law.mercer.edu)
- **Computers & IT**, Chris Osier, Director of Information Technology (it-dl@law.mercer.edu)
- **Honor Code Violations**, Jeannie Zipperer, Assistant Dean for Student Affairs (zipperer_bj@law.mercer.edu)
- **Law Library**, Billie Jo Kaufman, Law Library Director & Professor of Law (kaufman_b@law.mercer.edu)
- **Parking**, Najiva Timothee, Administrative Assistant (Timothee_nv@law.mercer.edu)
- **Registrar's Office**, Registrar (registrar@law.mercer.edu)
- **Student Lounge/Food Service**, Bernadine Jackson, Administrative Assistant to the Dean (jackson_bl@law.mercer.edu)
- **University Housing**, Jeff Takac, Director of Residence Life, (478) 301-2687
- **Mercer University Campus Health Center**, <https://shc.mercer.edu/>; (478) 301-2696
- **Security and Safety**, Bernadine Jackson, Administrative Assistant to the Dean (jackson_bl@law.mercer.edu)
 - (For emergencies, call Mercer Police at (478) 301-4357)

B. Student Complaints about ABA Compliance

The American Bar Association (ABA) requires accredited law schools to provide students the opportunity to submit a complaint to bring attention to the law school any failure of compliance with ABA standards available at:

http://www.americanbar.org/groups/legal_education/resources/standards.html

The procedures for filing and addressing a complaint are described below.

Filing a Complaint

A student may file a complaint by submitting a complaint in writing to the Assistant Dean for Student Affairs and copying the Associate Dean for Academic Affairs. The complaint should describe in detail the basis of the complaint such as the incident, program, process, or behavior and explain how it implicates the Law School's compliance with the ABA standards. The student submitting the complaint must identify him or herself.

Administrative Response

Within two weeks of receiving the complaint, the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs will either respond to the complaint in writing or meet with the student about the complaint. The student will be provided with a substantive response or informed of further steps that will be taken in an effort to address the complaint. If a further investigation is necessary after the initial response, the student will be notified promptly of the investigation results and the steps to be taken to address the complaint. If the student is not satisfied with the response from the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs, an appeal may be made to the Faculty Administrative Committee. An appeal must be submitted in writing to the Chair of the Faculty Administrative Committee within (14) business days of receiving the final response from the Assistant Dean for Student Affairs or the Associate Dean for Academic Affairs. The committee will respond to the student making the complaint in writing within business (14) days.

C. Student Grievance Procedures

Student grievance issues may fall into a number of areas including, but not limited to:

- Academic grievances
- Non-academic grievances
- Grievances regarding non-compliance with a University policy
 - Equal Opportunity and Affirmative Action Policy/Title IX
 - Disability Policy and Grievance Procedure
 - Family Educational Rights and Privacy Act (FERPA)
 - Sexual Misconduct or Relationship Violence

Student grievance procedures are governed by the University. For questions regarding these procedures, students should meet with the Assistant Dean of Student Affairs. The latest version of the policies can be found on the [Provost's](http://provost.mercer.edu/handbooks/studenthandbook.cfm) website:

<http://provost.mercer.edu/handbooks/studenthandbook.cfm>.

Appendix A

Mercer School of Law Student Honor Code

APPROVED BY FACULTY JANUARY 25, 1995; APPROVED BY STUDENT BODY MARCH 7, 1995

Preamble

The Law School expects students to deal ethically and honestly with all members of the Law School community, including students, faculty, staff, and administrators. This Code describes, among other things, the obligations of students, faculty, staff, and administrators; the composition and jurisdiction of the Honor Council; the procedures to be followed in determining whether a student has violated the Code; and the sanctions that may be imposed.

Although the failure to report one's own act or the act of another Student that may constitute a violation of this Code is not itself a violation of this Code, it is the sense of the Law School community that a Student should report conduct that he or she reasonably suspects does constitute a violation.

Section I: Definitions

- A. Academic Year - a term beginning immediately after the Law School graduation date and ending on the Law School graduation date of the following year.
- B. Assistant Dean - the Assistant Dean for Student Affairs, or that person to whom the Dean has delegated the functions of that office.
- C. Chief Justice - the Student Justice serving as the Chair of the Honor Council. (See SECTION VI.A.3.)
- D. Code - the Law School's Student Honor Code.
- E. Complaint - the formal charging document submitted to the Council by the Investigating Committee when it finds probable cause to bring a reported violation to a hearing. (See SECTION VII.G.3.)
- F. Council - the Honor Council. (See SECTION VI.)
- G. Days - calendar days.
- H. Dean - the Dean of the Law School.

- I. Defense Counsel - the individual who, by a Student's selection, shall represent the Student during an investigation, hearing, or appeal. (See SECTION IV.A.2., SECTION VII.G.5.e., SECTION VIII.A., and SECTION X.D.)
- J. Investigating Committee - the committee consisting of one (1) Faculty Member (appointed by the Dean) and the Student Prosecutor who are charged with the duty to investigate possible violations of the Code. (See SECTION VII.E. and G.)
- K. Knowingly - A person acts knowingly, or with knowledge, with respect to the nature of his or her conduct or to the circumstances surrounding such conduct when he or she is aware of the nature of such conduct or that such circumstances exist. A person also acts knowingly, or with knowledge, with respect to a result of his or her conduct when that person is aware that the conduct is reasonably certain to cause that result.
- L. Law School – Mercer University School of Law
- M. Magistrates – The Chief Justice of the Honor Council and the Designated Faculty Justice who, together, decide initially whether the Council shall exercise, decline, or postpone asserting jurisdiction. (See SECTION VII.B.-F.)
- N. Prosecutor – The Student member of the Investigating Committee chosen by the Student body to prosecute the Accused Student. (See SECTIONS VII.E. and G.7.)
- O. Purposefully – A person acts purposefully, or with purpose with respect to an act or to a result, when it is his or her intention, conscious object, or desire to engage in the act or to cause the result.
- P. Recklessly – A person acts recklessly, or is reckless, with respect to circumstances surrounding his or her conduct or the result of that conduct when he or she is aware of but consciously disregards a substantial and unjustifiable risk that the circumstances exist or the result will occur.
- Q. Report of an Alleged Violation-a report to the Assistant Dean for Student Affairs of a possible violation of the Honor Code. (See SECTION VII.)
- R. Student – any person who is, or has been, enrolled at the Law School.
- S. University – Mercer University.

Section II: Standards of Conduct

Prohibited Conduct in General

The following Student conduct shall constitute a violation of the Code:

1. Any conduct pertaining to Law School or other University matters, including but not limited to academic matters, that evidences fraud, deceit, dishonesty, or an intent to obtain unfair advantage over other Students; and

2. Failure to comply with duties imposed by this Code; and
 3. Any act that demonstrates dishonesty, lack of integrity, or lack of fitness to practice law.
- B. Before a Student may be found to have violated this Code, there must be clear and convincing evidence that the Accused Student committed the act or acts constituting the violation and that the Accused Student did so purposefully, knowingly, or recklessly.
- C. Extenuating circumstances or good motives (such as, by way of example, pressure from school or outside work, family obligations, or to help a friend) are no defense to a violation of the Code but may be relevant to the determination of sanction. This section is not intended to disallow the defense that the required mental state was not present.
- D. It is not a defense to charges of violating this Code for a Student to claim he or she has not received, read, or understood this Code, or is otherwise ignorant of its provisions. A Student is held to have notice of this Code by enrolling in the Law School. (See the Law School Bulletin.) A copy of the Code will be distributed to each entering first-year Student, placed on file in the Law School Library, and made available from the Dean's Office.

Section III: Limitations

Student's conduct is not subject to this Code unless it has occurred while the Student is enrolled at or was seeking admission to the Law School. The Council may not exercise jurisdiction over Student conduct unless a complaint is filed within one year of graduation, withdrawal, or dismissal of the Student from the Law School; however, this limitation shall not apply to conduct involving either serious academic misconduct, such as plagiarism or cheating, or serious misrepresentation with respect to the Student's application for enrollment in the Law School.

Section IV: Rights of an Alleged Violator or Accused Student

The following enumerated Rights of an Alleged Violator or an Accused Student consist of some of those rights which exist as a result of this Honor Code. Students may have additional rights, arising under other sections of this Honor Code or extrinsic authority, which this section of the Honor Code does not abridge.

1. An Alleged Violator or Accused Student shall not be required to testify. (See SECTION VIII.F.)
2. Before and during the investigation, hearing, and through any appeals, an Alleged Violator or Accused Student shall be entitled to representation by or assistance from a retained attorney or anyone else of the Student's choice who will represent or assist the Student as his or her lawyer. (See SECTION VII.G.5.e. SECTION VIII.A. and SECTION X.D.)
3. A Justice of the Honor Council, the Prosecutor, and any Investigator may be voluntarily or involuntarily recused from a pending case due to failure or inability to satisfy the duties of his or her respective position in regard to an alleged violation. Recusal extends only to the Investigator's, Prosecutor's or Honor Council Justice's duties with respect to the pending

case. A vote of four present and voting Justices is required for involuntary recusal. The Chief Justice shall at the same time notify the Accused Student and the President of the Student Bar Association or the Dean of the Law School. When a Student Honor Council Justice or the Prosecutor is removed, the President of the Student Bar Association shall, within three calendar days of receiving notice of such removal, appoint a replacement. When a Faculty Honor Council Justice or Faculty Investigator is removed, the Dean of the Law School shall, within three calendar days of receiving notice of such removal, appoint a replacement.

4. Upon request, any Accused Student has the right to a copy of the recordation of the hearing. (See SECTION VIII.B.3.)

Section V: Adopted Policies of the Faculty and Administration

Each Instructor shall identify with precision the materials (if any) Students may use during the Instructor's examination, and shall describe the condition (for example, annotated or unannotated) in which those materials may be used prior to the last regular meeting of the class; provided, however, that if an Instructor does not identify the materials usable during the final examination and their condition, Students must assume the examination in that course is "closed book," that is, that no materials will be permitted to be used by Students during the final examination. In order to eliminate ambiguity or uncertainty, the Instructor shall answer any Student question concerning those materials and shall communicate that same information to all Students in the course.

- B. Each Instructor shall include the instructions described in Paragraph A, above, in the written instructions accompanying the examination.
- C. Each Instructor shall exercise caution in preparing, administering, and discussing an examination to ensure that no Student receives an unfair advantage.
- D. Each Instructor and member of the Law School staff shall report to the Assistant Dean for Student Affairs any Student conduct that is reasonably believed to constitute a violation of this Code.
- E. It is the responsibility of the Dean, or his or her delegate, to supervise the imposition of any sanction directed by the Council or modified by any appeal.
- F. Failure on the part of an Administrator or an Instructor to comply with the adopted policies of the Faculty and Administration as outlined in this section shall not operate as a procedural defense. Such non-compliance, however, may operate as a substantive defense.

Section VI: The Honor Council

The Honor Council shall consist of six Justices.

Three of the Justices shall be Students. Under procedural rules promulgated by the Student Bar Association, the Student body shall elect three Student Justices, one from each class. Student Justices shall serve a term of one academic year.

Three of the Justices shall be Law School Faculty Members appointed by the Dean of the Law School with the advice of the Faculty Policy Committee. The Dean shall designate one of the appointed Faculty Justices to serve as a Magistrate. The Dean shall not appoint an associate or assistant dean or him/herself to the Council. Faculty Members shall be appointed to a one academic year term.

The third-year Student Justice shall be the Chief Justice. If, at any time, the Chief Justice is unavailable to perform Chair duties, the elected second-year Justice shall serve as the Chief Justice.

- B. The Council shall have jurisdiction over any conduct by a Student which is prohibited by this Code. At any time, for good cause, the Council may decline or postpone asserting jurisdiction over the conduct of a Student. For example, any of the following may constitute good cause for declining or postponing jurisdiction: (1) the fact that such conduct is being, or has been handled by federal, state, or local authorities; (2) assuming the allegation to be true, the conduct does not evidence a lack of honesty, integrity, or trustworthiness on the part of the Student; or (3) the alleged conduct is insufficiently connected with the affairs of the Law School or its Students.

Section VII: Report and Investigation of an Alleged Violation

If a person wishes to initiate a disciplinary proceeding against a Student for violating this Code, the person must report the matter to the Assistant Dean for Student Affairs. The report of the suspected Code violation may be either written or oral. Such report may not be made anonymously; however, confidentiality relating to the identity of the reporter of an alleged violation shall be maintained, subject to the provisions of SECTION VII.B., E., F., and SECTION VIII.L. and M.

- B. Upon receipt of a report of a suspected Code violation, the Assistant Dean for Student Affairs shall promptly notify the Chief Justice of the Honor Council of the bare allegations contained in the report, omitting the names of the Alleged Violator and the person(s) making the allegation. Upon receiving this summary, the Chief Justice shall promptly inform the Faculty Magistrate of the substance of the report.
- C. A meeting to determine whether to decline or postpone asserting jurisdiction shall be held by the Chief Justice of the Honor Court and the designated Faculty Member, who serve as the Magistrates. For good cause, jurisdiction may be declined or postponed at this stage if both Magistrates vote to do so. For example, any of the following may constitute good cause for declining or postponing jurisdiction: (1) the fact that such conduct is being, or has been handled by federal, state, or local authorities; (2) assuming the allegation to be true, the conduct does not evidence a lack of honesty, integrity, or trustworthiness on the part of the Student; or (3) the alleged conduct is insufficiently connected with the affairs of the Law School or its Students. None but the Magistrates are permitted to attend this meeting.
- D. The Chief Justice shall promptly notify the Assistant Dean for Student Affairs of the decision of the Magistrates. Upon receipt of notice that the Magistrates have not declined or postponed asserting jurisdiction, the Assistant Dean for Student Affairs shall promptly notify the Alleged

Violator of the allegation and that an investigation will begin. The Assistant Dean shall furnish the Student with an additional copy of this Code. The Assistant Dean shall notify the Prosecutor of the action of the Magistrates and furnish him or her with all documentary evidence collected to date.

- E. Upon receiving notification from the Chief Justice of the Council that the Magistrates have not declined or postponed jurisdiction, the Assistant Dean shall notify the Dean that an investigation is to be initiated. The Dean shall promptly appoint one Faculty Member to assist the Prosecutor. The Prosecutor and the appointed Faculty Member comprise the Investigating Committee. Unless recused, the appointed Faculty Member shall serve on the Investigating Committee for the duration of the investigation and probable cause determination of the allegation(s) for which appointed. The Dean, Associate and Assistant Deans and Justices of the Council shall not be appointed to the Investigating Committee.
- F. Upon receiving notice that the Magistrates either postpone or decline asserting jurisdiction, the Assistant Dean shall inform the reporter of an alleged violation. The Assistant Dean shall not notify the Alleged Violator of the Magistrate's action if jurisdiction is postponed or declined.
- G. Duties of the Investigating Committee.
 - 1. Except for good cause shown, the Investigating Committee shall complete its investigation of the alleged violation within fourteen (14) days of its formation.
 - 2. The Committee shall have the power to question persons having pertinent information, examine any pertinent material, and question an Alleged Violator if he or she is willing to speak. If the Committee questions a Student whom the Committee reasonably believes has committed a Code violation, it shall advise the Student: (a) of the Student's right not to speak, (b) that what the Student says can be used against the Student, (c) that the Student has the right to consult an attorney or other representative before answering any questions, (d) that the Student has the right to have that representative present during the questioning, and (e) of the consequences for lying to the Committee or the Honor Council. At the request of the Investigating Committee, the Chief Justice of the Honor Council shall have the authority to subpoena Students to appear as witnesses before the Investigating Committee or the Council. Students who have been subpoenaed as witnesses have an obligation to appear and testify.
 - 3. Upon completion of its investigation, the Investigating Committee shall meet in camera and determine whether probable cause exists to believe that a Student has violated this Code. No other person is permitted to attend this meeting. A finding of probable cause must be supported by both members of the Committee. The Prosecutor shall promptly report the determination of the Investigating Committee, whether affirmative or negative, to the Chief Justice of the Honor Council, to the Assistant Dean for Student Affairs, to the Alleged Violator, and to the person(s) who reported the alleged violation of the Code. Upon a finding that sufficient probable cause exists, a complaint issued by the Committee shall be sent to the Chief Justice of the Honor Council.
 - 4. If the Investigating Committee determines that sufficient probable cause does not exist, the matter shall be dismissed immediately, without prejudice, and the Alleged Violator will not have been considered accused of a violation or the subject of any Honor Court

proceeding. If the Investigating Committee issues a complaint, the Alleged Violator is formally accused of violating the Honor Code and is the subject of an Honor Court proceeding.

5. If the Investigating Committee determines that a complaint shall be issued, the Prosecutor shall also give to the Accused Student the following information in writing:
 - a. A copy of the complaint, which shall be a plain, concise, and definite written statement of the essential facts of the violation(s) charged, citing the specific provision(s) of this Code that the Accused Student is alleged to have violated;
 - b. The identity of known witnesses, a general description of what each is expected to testify about, their written statements, if any, and either copies or a description of any physical evidence that may be used at the hearing;
 - c. All written reports concerning the alleged violation, if any, submitted to any Administrator, Instructor, or member of the staff;
 - d. The names of the Honor Council Justices;
 - e. A statement that the Student may be assisted by an attorney or other advisor of the Student's choice (See SECTION VIII.A.);
 - f. A statement that the Student has a right to review any information gathered by the Investigating Committee during the investigation, other than the work product of the Investigating Committee.
6. The Investigating Committee shall not enter into any agreement with the Accused Student whereby the Committee agrees not to bring before the Honor Council any violations for which probable cause has been found, or which commits the Honor Council to any finding or sanction. The Committee must present all such violations to the Council for a hearing by filing a complaint as provided by this Code. The Accused Student may make an admission of a violation by testifying on the record before the Council that he or she committed the alleged act(s), and by waiving a hearing before the Council on the question of a violation. Upon receiving such an admission of a violation, the Council shall proceed by hearing to determine the appropriate sanction(s).
7. The Prosecutor shall present the evidence against the Accused Student during the hearing and any appeal.
8. Notwithstanding that the Investigating Committee has issued a complaint, it shall be the duty of the Prosecutor to continue to gather other evidence relevant to the determination of the commission of a violation or innocence of the Accused Student and to present it to the Council at the hearing on the complaint. Any such evidence shall be disclosed to the Accused Student as soon as possible after it has been obtained.

Section VIII: Hearing

- A. Upon receiving a complaint from the Investigating Committee, the Chief Justice of the Council shall convene a hearing before the Honor Council. Before and during the investigation, hearing, and through any appeals, the Accused Student shall be entitled to representation by or assistance from a retained attorney or anyone else of the Student's choice who will represent or assist the Student as his or her lawyer.
- B. The hearing shall be open to all participants and members of the law school community. Witnesses may also attend unless exclusion is requested by any party. This section is subject to the following provisions:
 - 1. The Council may proceed with no fewer than two faculty and two Student Justices present.
 - 2. No later than one day before the hearing, the Accused Student may request that the Council close the meeting generally or for a limited duration. The Council, upon 2/3 vote of those present and voting, may elect to limit attendance at the hearing to participants.
 - 3. The Council shall record the hearing and may do so by stenographic means, or audio or video tape. Upon request, any Accused Student has the right to a copy of the recordation of the hearing.
- C. The Chief Justice shall rule on all motions and objections and may be overruled only by a majority of the Council present and voting.
- D. The Council may consider only evidence made part of the record at the hearing. It shall not be bound by rules of evidence. The only objections to the proposed admission of evidence which will be entertained by the Honor Council shall be those made on the grounds of repetitiveness or irrelevance as defined in the Federal Rules of Evidence. Hearsay evidence may be admissible, but it shall be accorded only such weight as it is entitled under the circumstances. Proof of conviction of a crime shall be prima facie evidence that the person committed the offense of which he or she was convicted and of any facts necessary for that finding of guilt. At the request of the Prosecutor or the Accused Student, the Chief Justice shall subpoena any Student to appear as a witness before the Council. A Student who has been subpoenaed as a witness has an obligation to appear and testify.
- E. Normally, the Council shall hear evidence regarding the question of the commission of a violation before hearing evidence regarding sanctions. The Prosecutor shall initiate the presentation of evidence. The Accused Student (or his or her Defense Counsel) may then offer evidence relevant to the charge(s).
- F. The Council, the Prosecutor, and the Accused Student (or his or her Defense Counsel) may question any witness. However, the Accused Student shall not be required to testify, and no adverse inferences shall be drawn from the Accused Student's decision not to testify.
- G. The Prosecutor and the Accused Student (or Defense Counsel) may make opening and concluding statements. However, an Accused Student who has chosen not to testify may not make a statement to the Council unless the Student allows questions from Council Justices and the Prosecutor.

- H. After the presentation of evidence regarding the commission of a violation, the Council shall meet in camera to decide the question of whether a violation has occurred. Upon reaching a decision, it shall reconvene before the parties and announce its decision. If it finds the behavior of the Accused Student is in violation of this code, the Council shall set a date to give the parties the opportunity to present evidence, if any, relevant to sanctions. At that time, the Student shall have the option either to proceed first or to follow the Prosecutor. The Prosecutor shall have the obligation to present all aggravating and mitigating evidence in his or her possession and may recommend particular sanctions. After hearing this evidence, the Council shall again meet in camera to decide what, if any, sanction(s) shall be imposed. Upon reaching a decision, the Council shall reconvene before the parties and impose sanctions, if any.
- I. The Council may not find the Accused Student to be in violation of any Code provision not charged in the complaint. After the hearing begins, the complaint may be amended over the Accused Student's objection, provided the Accused Student is not thereby prejudiced in his or her defense. A continuance of the hearing may be granted to avoid such prejudice. The Prosecutor shall bear the burden of proving the alleged violation(s) by clear and convincing evidence. A two-thirds (2/3) vote of the Council Justices present and voting shall be necessary for a finding of a violation and the imposition of any sanction, except that expulsion or a recommendation that an awarded degree be withdrawn shall each require unanimity.
- J. After the hearing is concluded and within seven (7) days, the Chief Justice or the Council shall prepare a written report detailing the evidence considered, the reasons for its decision, and any sanction(s) imposed. Concurring and dissenting Justices may prepare opinions explaining their positions. Copies of the report and opinions shall be given to the Accused Student, the Prosecutor, and the Dean.
- K. At the conclusion of a case, including an appeal, if any, the Council shall publish the results of its decision (as amended by any appeal). Beginning with the effective date of this Code, all published decisions shall be maintained on reserve in the library.
- L. Regardless of the decision on the merits, the Council shall keep a permanent record of the evidence presented at the hearing, the report(s) and the opinion(s) of the Council, if any, and any other information it decides should be retained. Such record may be referred to later by the Council for whatever purpose it considers relevant. Subject to paragraph K above, neither the contents nor the existence of any record referred to in this paragraph may be disclosed except (1) when required by law or order of court, (2) when required by the Dean, or (3) when the concerned Student has signed a written waiver of confidentiality.
- M. At the end of his or her tenure, the Chief Justice shall transfer all case files to the Dean's Office, and the Dean shall transfer them to the next Chief Justice. Such transfers shall be made without breach of the confidentiality of the files.

Section IX: Sanctions

- . Sanctions for violations of this Code may include but are not limited to one or more of the following:

1. Public or private admonition, warning, reprimand, or censure;
 2. Counseling;
 3. Additional academic work;
 4. A requirement that a Student take extra credit hours;
 5. Public or University service;
 6. Suspension or loss of specific Law School benefits, privileges, memberships, and/or honors including Law School scholarships;
 7. Fines;
 8. Compensation for or replacement of any damaged or destroyed property;
 9. Recordation of findings and sanction(s) in the Student's Law School file for any length of time;
 10. Probation, with or without conditions;
 11. Removal from elective or appointed office;
 12. Suspension for a period not longer than two years;
 13. Expulsion; or
 14. Recommendation to the Board of Trustees that an awarded degree be withdrawn.
- B. The Honor Council has no authority to determine or change a Student's grade. Nothing in this Code modifies a faculty member's discretion to base a grading decision upon student conduct that might violate the standards established by this Code, regardless of the pendency or outcome of any Honor Proceeding.
- C. Notwithstanding the provisions of this Section regarding the sanctioning ability of the Honor Council, any official Student organization may suspend, expel (with or without retroactive effect), or terminate any membership or honors accorded a member of such organization if found to have violated this Code.

Section X: Appeal of Adjudications

- A Student who is adjudged by the Honor Council to be in violation of this Code may appeal such finding or any sanction imposed to the Dean or the Dean's designee. Where the decision maker (the Dean or the Dean's designee) determines that he is unable to be impartial, or where the Student adjudged to be in violation of the Code demonstrates to the Honor Council that the decision maker was the victim of the violation, that the decision maker reported the violation, or that other specific facts exist that suggest a substantial likelihood that the decision maker will not be impartial, then the Dean must appoint a designee to decide the appeal. A Student who admits the truth of the complaint may challenge the Council's jurisdiction and the sanction on appeal. Normally, the filing of a notice of appeal shall automatically stay the execution of all sanctions imposed by the Council on the Student filing the notice; however, the decision maker shall have authority to order that some or all of the sanction(s) be executed during the pendency of the appeal. All unexecuted sanctions upheld by the decision maker shall be executed following the decision maker's determination of the appeal.
- B. Notice of intent to appeal must be given to the Dean and the Chief Justice of the Council. The notice of appeal shall be in writing and shall contain the reasons for the appeal. Upon receipt of the notice of appeal, the Chief Justice shall transmit the Council's report(s) and the record of the hearing to the Dean.

- C. If, following the Council's decision, the Student discovers new information relevant to the merits or the sanction, the Student may ask the Council to reconsider its decision or may ask the Dean to consider such new information along with the record of the hearing. The Dean may remand to the Council for consideration of the new information. If the Student discovers new information after the Dean has decided the appeal, the Student may ask the Dean to reconsider his or her decision. If the Dean decides not to change that decision, he or she shall give the reason(s) for not doing so to the Student in writing.
- D. Normally, the Dean's appellate review will be based on the record of the hearing and any written submissions. However, the Dean may choose to hear oral argument by the Student or by the Defense Counsel, and by the Prosecutor.
- E. The Dean may affirm, reverse, remand, or modify the decision of the Council, or the Dean may dismiss the complaint. If the Dean concludes that the decision of the Council is factually correct and that its sanctions are appropriate, the Dean shall affirm. The Dean may dismiss the complaint only if he or she concludes that the Council lacked jurisdiction or that its determination was not supported by clear and convincing evidence. The Dean may reduce the sanction if he or she believes the sanction is inappropriate but may not increase the sanction. If the matter is remanded, the Council shall reconvene to reconsider the case.
- F. The Dean shall prepare an opinion explaining the reasons for the decision. A copy of that opinion shall be given to the Student, the Prosecutor, and the Council. The Council shall keep a copy as part of its permanent record in accordance with SECTION VIII.L. and M. of this Honor Code.

Section XI: Notifications

Whenever this Code requires notification and does not otherwise specify the manner by which such notification shall be accomplished, the following methods are proper:

- A. Verbal notification, either in person or by telephone, followed by written notification; or
- B. Written notification sent by registered or certified mail to the last local address provided to the Law School by the recipient, or if the Law School is not in session, to the last home address provided to the Law School by the recipient.

Section XII: Timeliness of Proceedings

All actions taken pursuant to duties imposed by this Code shall be accomplished in a timely manner. The specific time guidelines are the following:

- 1. The Assistant Dean for Student Affairs shall bring a report of a suspected Code violation to the attention of the Chief Justice of the Council within two days of receiving it. (See SECTION VII.B.)

2. The Chief Justice of the Council shall bring the substance of a report of a suspected violation to the attention of the Faculty Magistrate within two days of receiving notice from the Assistant Dean. (See SECTION VII.B.)
3. The Magistrates shall determine whether to assert, decline, or postpone taking jurisdiction of a reported matter within three (3) days of the receipt by the Faculty Magistrate of the summary. See (SECTION VII.C.)
4. The Magistrates' determination to assert, decline or postpone asserting jurisdiction shall be reported to the Assistant Dean for Student Affairs in writing within one day of the determination. (See SECTION VII.D.)
5. If jurisdiction is asserted, the Assistant Dean for Student Affairs shall notify the Alleged Violator as soon as possible. (See SECTION VII.D.)
6. The Dean of the Law School shall appoint one Faculty Member to serve on the Investigating Committee within two days of the receipt by the Assistant Dean for Student Affairs of a report from the Chief Justice that jurisdiction of the Council has not been declined or postponed. (See SECTION VII.E.)
7. The Investigating Committee shall complete its investigation regarding the reported Code violation within 14 days of its appointment. (See SECTION VII.G.1.)
8. The Investigating Committee shall report its determination of whether to file a complaint to the Chief Justice of the Honor Council, the Assistant Dean for Student Affairs, to the Alleged Violator, and to the person or persons initiating the report of the suspected violation within one day of reaching its determination. (See SECTION VII.G.3.)
9. The Prosecutor shall give to the Accused Student the information specified in SECTION VII.G.5.a.-f. within one day of the notification to the Student that a complaint will issue.
10. The Honor Council shall convene to hear a complaint within seven days of receipt of the complaint by the Chief Justice. (See SECTION VIII.A.)
11. The Chief Justice's written report of the Council's determination(s) and its summary of the evidence shall be submitted to the Dean, the Prosecutor, and the Accused Student within seven days of the termination of the hearing. (See SECTION VIII.J.)
12. A Student's written notice of intent to appeal an Honor Council determination must be received by the Dean's office within seven days of receipt by the Student of the written report of the Council's determination(s) and the Council's summary of the evidence. (See SECTION VIII.J. and SECTION X.B.)
13. Except for the notice of intent to appeal, deadlines for written submissions to the Dean from any party relating to a matter on appeal will be set by the Dean. (See SECTION X.D.)
14. The Dean shall decide the appeal within 30 days of the date the Dean's office receives the notification of an intent to appeal. (See SECTION X.E.)

- B. In computing any period of time prescribed or allowed by this Code, the day of the act or event from which the designated period of time begins to run shall not be included. Days are computed as calendar days.
- C. The Accused Student may waive time periods imposed by this Code on others. The Honor Council, by majority vote of the Justices present and voting, and the Dean shall have the authority to extend time limits. The Dean shall have such authority regarding appeals.
- D. Failure by Law School personnel to abide by the time requirements of this Code without the Accused Student's consent may be grounds for dismissal of the complaint or mitigation of sanctions only if a substantial delay has been caused and the Accused Student has suffered prejudice thereby.

Section XIII: Exclusive Jurisdiction

All Student conduct subject to this Code shall not be subject to any other honor code of the University.

Section XIV: Interpreting the Code

The Honor Council shall interpret this Code and may exercise its powers of interpretation as to the intent or meaning of any provision in the Code.

Section XV: Amending the Honor Code

Any Student, Instructor, Staff Member, or Administrator may propose an amendment to the Honor Code.

- B. All proposals for amending the Honor Code must be submitted to the Honor Council in writing for preliminary review. The Honor Council will decide by majority vote whether to endorse and present the proposed amendment.
- C. If the Council endorses the proposal, the Chair and the Faculty Magistrate will present the proposal along with any written comments of the proponent and the Justices of the Honor Council to the appropriate Faculty committee and to the Students in a manner appropriate to provide sufficient notice of the contents and purpose of the proposal. If the Faculty approves the proposed amendment, the Chief Justice shall inform the Student Bar Association President of the need to include the proposed amendment on the next election ballot. To be adopted, the proposed amendment must be ratified by a majority of the Students voting in the election.
- D. If the Honor Council does not endorse the proposal, a proposed amendment shall be adopted as an amendment upon successful petition of the Faculty by any proponent and the vote of 2/3's of those present and voting at a duly constituted meeting of the Legislative Assembly. See The Student Bar Association Constitution "ARTICLE VII. LEGISLATIVE ASSEMBLY" and corresponding SBA by laws.

Section XVI: Effective Date and Repeal

- A. This Honor Code shall be effective on the day following ratification by the Faculty and the Student Body.
- B. Upon being effective, this Honor Code repeals the former Student Honor Code and the Procedures Governing Faculty Consideration of Alleged Honor Code Violations, except that any conduct occurring before the effective date of this Code shall be governed by the former Student Honor Code and the Procedures Governing Faculty Consideration of Alleged Honor Code Violations. With the consent of the Prosecutor and the Faculty Magistrate, an Alleged Violator or Accused Student may elect to proceed as if the conduct had occurred after the effective date of this Honor Code.