



THE
JOHN MARSHALL
LAW SCHOOL

2014-2015
Student Handbook



From the Associate Dean for Admission and Student Affairs

Dear Students,

As the Associate Dean for Admission and Student Affairs, it is my pleasure and responsibility to serve the needs of students in every possible way. I oversee the Office of Admission and Financial Aid, the Academic Services Office, the Diversity Affairs Office, as well as the Office of Student Affairs. It is my strong belief that we must all work together to give you every advantage that the school has to offer. Please know that my door is open to you, and my staff will always be available to assist you and to address your concerns.

If you have any questions, please do not hesitate to contact me.

I look forward to helping you face the challenges of your law school experience.

Sincerely,



William B. Powers
Associate Dean for Admission and Student Affairs

Student Bar Association 2014-2015 Board

- President: Raymond Rushing
- Vice President: Nikolay Lukin
- Treasurer: Tony Dunlap, Jr.
- Secretary: Jessica Cherry
- ABA Rep: Andrew Manno
- ISBA Rep: Tim Meloy
- CBA Rep: Corey Varma
- Evening Student Liaison: Sarah Cunniff

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I. 2014-2015 Academic Calendar

THE JOHN MARSHALL LAW SCHOOL 2014-2015 Academic Calendars

FALL 2014

Accelerated Trial Advocacy	August 5-14
Orientation for new JD	August 11-15
Orientation for new LLM & MS	August 14
First day of regular classes	Monday, August 18
Last day to add individual courses	Sunday, August 24
Last day to drop individual courses with tuition refund	Sunday, August 31
Labor Day (no classes)	Monday, September 1
Last Day to withdraw pass from a course (no tuition refund)	Sunday, September 28
Last day of regular class	Monday, November 24
Thanksgiving recess (no classes) and Reading Period	November 25-30
Final Exams	December 1-16
Commencement	To be confirmed (Tentative date: January 18, 2015)

SPRING 2015

Orientation for new JD	January 12-15
Orientation for new LLM & MS	January 15
Martin Luther King Jr. Day	Monday, January 19
First day of regular classes	Tuesday, January 20
Last day to add individual courses	Monday, January 26
Last day to drop individual courses with tuition refund	Monday, February 2
Last day to withdraw pass from a course (no tuition refund)	Sunday, March 1
Spring Break (no classes)	March 8-15
Last day of regular classes	Monday, May 4
Reading Period	May 5-6
Final Examinations	May 7-22
Commencement	To be confirmed (Tentative date May 31, 2015)

SUMMER 2015

Memorial Day	Monday, May 25
First day of early session	Tuesday, May 26
Accelerated Trial Advocacy	May 26 – June 4
Last day to add/drop individual courses from early summer session with tuition refund	Monday, June 1
First day of regular Summer	Monday, June 8
Last day to add/drop individual courses from regular summer session with tuition refund	Sunday, June 14
Last day to WP from early summer session course (no tuition refund)	Monday, June 15
Last day to WP from a regular summer session course (no tuition refund)	Sunday, June 21
Last day of early session	Monday, June 29
Holiday (no classes)	Saturday, July 4

Last day of regular session
Regular session final exams

Friday, July 24
July 27– 31

II. Tuition and Fees

Tuition per semester hour, first professional program except as stated below, and subject to future change: normal full-time division load is 12–16 hours; normal part-time load is 9–11 hours. Students receiving guaranteed loans or rehabilitation funds are required to pay tuition as designated by the Controller. Questions concerning any of the financial policies should be directed to the Business Office (15th Floor CBA Building). Students who believe that individual circumstances warrant exception from the published policy may file a written appeal with the Chief Financial Officer.

2014-2015 Tuition & Fees

JD, LLM, and MS Tuition (Per Credit Hour):	\$1,495
LLM & MS Distance Education Supplement Fee:	\$250

Application/Admission Fees

Application Fee: There is no application fee.	\$0
JD Tuition Deposit*	\$400
LLM and MS Tuition Deposit*	\$200
Foreign Applicant Tuition Deposit*	\$500

Other Fees

Technology Fee (per semester)	\$100
Health Insurance (per semester)**	TBD
CTA U-Pass	
(Fall or Spring Semester, Minimum of 9 Credit Hours)	\$140
(Summer Session, Minimum of 3 Credit Hours)	\$60
Replacement fee for lost card	\$50
Loan Repayment Assistance Program Fee (LRAP)	\$10
Student Bar Association (SBA) Fee	\$2
Locker Rental (Per Semester; Optional)	\$20
Returned check Penalty	\$50
Late Payment Penalty	\$125
Payment Plan Setup Fee	\$75

Estimated Living Expenses

Room & Board	\$16,000
Other Living Expenses	\$6,348
Books	\$2,500
Federal Loan Fees	\$1,966

Living expenses are based on nine months and have been updated for the 2013-2014 school year. Other fees may apply.

*Non-Refundable; Applicable to Tuition

**Students must be registered for 6 or more credit hours. Students may opt out with proof of insurance. Students entering in spring 2014 will be charged \$863.

III. Refund Policy

Fall & Spring Terms

Withdrawal from Individual Classes

After the end of the second week of classes there will be no refunds on withdrawals from individual courses.

Complete Withdrawal from John Marshall

For students who withdraw completely from the fall or spring semesters, the law school retains the following tuition:

During the first two weeks of class	10% of tuition
After the end of two weeks of class, but before the end of the fourth week	20% of tuition
After the end of four weeks of class, but before the end of the fifth week	30% of tuition
After the end of five weeks of class, but before the end of the seventh week	40% of tuition
After the end of seven weeks of class, but before the end of the eighth week	50% of tuition
After the end of eight weeks of class, but before the end of the ninth week	60% of tuition
After the end of nine weeks of class	100% of tuition

The \$400 deposit for entering students is non-refundable. The registration fee for all students is non-refundable.

Summer Term

Withdrawal from Individual Classes

After the end of the first week of classes there will be no refunds on withdrawals from individual courses.

Complete Withdrawal from John Marshall

For students who withdraw completely, the law school retains the following tuition:

Before the end of two class meetings	10% of tuition
After the end of two class meetings, but before the end of the fourth class	30% of tuition
After the end of the fourth class, but before five class meetings	50% of tuition
After the end of six class meetings, but before the end of the eighth class	60% of tuition
After the end of the ninth class	100% of tuition

The \$400 deposit for entering students is non-refundable. The registration fee for all students is non-refundable. *Questions concerning any of the financial policies should be directed to the Controller's office. Students who feel that individual circumstances warrant exception from the published policy may file a written appeal with the Associate Dean for Admission and Student Affairs or the Assistant Dean for Academic Services*

IV. JMLS MISSION

Honoring its history, The John Marshall Law School upholds, through its varied juris doctor and graduate degree programs, a tradition of diversity, innovation, access and opportunity, and consistently provides an education that combines the understanding of both the theory and the practice of law.

V. DEGREES AND PROGRAMS

Degrees are ordinarily conferred upon students who meet the prescribed academic requirements. However, the law school reserves the right to withhold a degree whenever it appears that the character or conduct of a student, or the quality of work the student has completed, will prevent acceptable representation of the law school or compromise the legal profession. Diplomas will be withheld if a student has an outstanding balance or obligation with the law school.

JD Degree

To be eligible for the degree of Juris Doctor (JD), a student must meet the graduation requirements of the law school by: (1) having successfully completed at least 90 credits with a cumulative grade point average of 2.25 or above; (2) completing the academic requirements within seven years of first matriculation.

The initial program consists of a required core curriculum that all students must pass in order to graduate. These courses provide students with a fundamental store of knowledge about substantive legal concepts and rules. This knowledge includes analysis of cases, statutes, and other sources of law; recognition of relevant facts from a mass of raw data; effective oral and written communication; advocacy; and organization and management of legal work and ideas.

This store of knowledge is the core of information that all lawyers must possess and that all students must obtain graduation. The core curriculum consists of the following courses:

Contracts I & II (3–3); Torts (4); Professional Responsibility (3); Expert Learning (1);
Lawyering Skills I, II, III, & IV (10); Property (4); Civil Procedure I & II (3–3); Criminal Law (3);
Constitutional Law I & II (3–3) Evidence (4); Trial Advocacy (3); Clinical/Externship (3)

Although the core consists of the courses above, the following courses are considered general prerequisites for all elective courses: Civil Procedure I, Constitutional Law I, Contracts I and II, Criminal Law, Lawyering Skills I and II, Property, and Torts. Therefore, with respect to each listed course, each J.D. student must either (a) have satisfactorily completed the listed course prior to taking any elective course; or (b) be enrolled in the listed course during the same term, including a summer term, that the student is taking his or her first elective course. If a student is taking his or her final listed course(s) during the same term, including summer term, that the student is taking his or her first elective course(s), the student may not withdraw from any listed core course above while remaining enrolled in any elective course.

Students may defer completing these required courses only for sufficient cause and upon permission of the Associate Dean for Academic Affairs. Sufficient cause is limited to situations involving (a) serious health issues or equally important issues or (b) circumstances when the law school schedule makes it impracticable for a student to complete these courses in sequence. This policy will be implemented in compliance with state and federal law, including the requirements of the Americans with Disabilities Act. Students who are permitted to take any of these courses out of sequence may only register for electives that are approved by the associate dean.

Day Division – Full-time Program

Full-time study requires registration for 12 or more hours per semester. Students may not enroll for fewer than 12 hours or more than 16 hours without advance approval from the Assistant Dean for Academic Services. A full-time student may not be employed in excess of 20 hours a week.

Proposed Full-time Track

Estimated Completion: 6 Semesters

First Semester (15 Hours)

Contracts I	3
Property	4
Torts	4
Lawyering Skills I	3
Expert Learning	1

Second Semester (15 Hours)

Contracts II	3
Civil Procedure I	3
Criminal Law	3
Constitutional Law I	3
Lawyering Skills II	3

Third Semester (15 Hours)

Civil Procedure II	3
Constitutional Law II	3

Evidence	4
Professional Responsibility	3
Lawyering Skills III	2

Fourth Semester (15 Hours)

Electives	15
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Fifth Semester (15 Hours)

Trial Advocacy	3
Lawyering Skills IV	2
Clinical/Externship	3
Electives	7

Sixth Semester (15 Hours)

Electives	15
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Evening Division – Part-time Program

The purpose of the part-time program is to provide students with an opportunity to pursue an alternative program that will lead to a JD degree. Part-time division study requires registration for eight to 11 hours per semester. The part-time program can be successfully completed in four years and two summer sessions.

Proposed Part-time Track

Estimated Completion: 8 Semesters + 2 Summer Sessions

First Semester (11 Hours)

Contracts I	3
Torts	4
Lawyering Skills I	3
Expert Learning	1

Second Semester (10 Hours)

Contracts II	3
Property	4
Lawyering Skills II	3

Third Semester (9 Hours)

Civil Procedure I	3
Constitutional Law I	3
Criminal Law	3

Fourth Semester (11 Hours)

Civil Procedure II	3
Constitutional Law II	3
Lawyering Skills III	2
Professional Responsibility	3

Fifth Semester (10 Hours)

Evidence	4
Electives	6

Sixth Semester (11 Hours)

Trial Advocacy	3
Electives	8

Seventh Semester (11 Hours)

Electives	11
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Eighth Semester (11 Hours)

Electives	6
Lawyering Skills IV	2
Clinical/Externship	3

Ninth Semester/Summer Sessions (6 Hours)

Electives	6
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JD Certificate Programs

In selected areas of concentration, students may receive a certificate, indicating successful completion of a focused curriculum. Certificates are available in:

- Alternative Dispute Resolution
- Elder Law
- Health Law
- Intellectual Property Law
- Sustainability
- Trial Advocacy
- Human Rights

For details on certificate requirements see our listings online at <http://www.jmls.edu/certificates/>

JD/LLM Joint Degree Programs

Whether you want to join a firm or strike out on your own as a sole practitioner, our joint JD/LLM degree and select cooperative degree programs offer the specialized training and enhanced

marketability employers look for in today's most sought-after practice areas. Building on our practical skills-based JD program, including nationally recognized programs in Legal Writing, Trial Advocacy, and Intellectual Property Law, The John Marshall Law School offers JD candidates the opportunity to gain a master's distinction while saving time and money.

Joint JD/LLM Programs at The John Marshall Law School develop advanced expertise and practical skills in one of seven market-relevant practice areas with a joint degree from John Marshall.

- [JD/LLM in Employee Benefits](#)
- [JD/LLM in Information Technology & Privacy Law](#)
- [JD/LLM in Intellectual Property Law](#)
- [JD/LLM in International Business & Trade Law](#)
- [JD/LLM in Real Estate Law](#)
- [JD/LLM in Tax Law](#)
- [JD/LLM in Trial Advocacy & Dispute Resolution](#)

Joint degree students are permitted to apply the first 10 credit hours satisfactorily completed in the LLM program toward the 90 credit hours required for the JD degree. Thus, joint degree students, in most circumstances, will be able to complete the requirements of both programs with 104 credit hours (80 JD + 24 LLM). A JD student must have at least a 2.5 grade point average, and must have completed 30 credit hours to be considered for admission to the Joint Degree Program. Each of the Joint JD/LLM degree programs has different qualifications beyond these minimum requirements.

Interested students should meet with the director of the program they wish to enter. With quality counseling and careful planning, JD students can complete coursework that enables them to participate equally with the lawyer students in LLM courses. The completion of the Joint JD/LLM degree program will not only provide an in-depth educational experience in a particular area of the law, but it will allow law students to distinguish themselves from other recent graduates in order to compete successfully for jobs.

LLM & MS DEGREES

The John Marshall Law School's Graduate Admission and International Education Office offers prospective degree candidates support when applying to Master of Laws (LLM) or Master of Science (MS) programs. In addition to providing detailed information about the graduate programs and the application process, admission staff is available for scheduled appointments, guided tours, and to provide information about the City of Chicago.

For detailed degree information, please visit us on our website.

- Master of Laws (LLM) programs offer practicing attorneys distinction and specialization.
<http://www.jmls.edu/LLMdegrees/>
- Master of Science (MS) programs offer non-attorney professionals distinction and knowledge of legal issues in their field of expertise
<http://www.jmls.edu/MSdegrees/>

The John Marshall Law School offers Graduate Degrees in the following areas:

- Employee Benefits (LLM/MS)
- Estate Planning (LLM)
- Information Technology and Privacy Law (LLM/MS)
- Intellectual Property Law (LLM/MS)
- International Business and Trade Law (LLM)
- Real Estate Law (LLM/MS)
- Tax Law (LLM/MS)
- Trial Advocacy (LLM)
- US Legal Studies (LLM)

Each program builds upon John Marshall's broad base of required courses-both in substantive areas and in skills training-to permit students to specialize in one of areas of law, without giving up the benefits of a traditional legal education. For administrative and financial aid purposes, a student taking five or more hours in a semester is counted as a full-time student.

A student will have five years from the date of matriculation to complete the LLM program. A student cannot take off more than two consecutive semesters without permission of the program director.

Employee Benefits

Established in 1998, our LLM in Employee Benefits is the only ABA-approved program in the nation, attracting students both locally and nationally. Given the amount of regulation and legislation in this area of law, we are constantly adapting the curriculum to the changing practice with continuous input from our faculty and advisory board. As an LLM candidate, our transactional approach to employee benefits law will ensure that you develop the skills necessary to successfully practice in this area of law.

Our curriculum reflects the tax, labor, and employment aspects of employee benefits plans, as well as the interplay of these rules on the administration and maintenance of such plans. Courses are taught by knowledgeable employee benefits practitioners, as well as current and former members of the IRS's Office of Chief Counsel. A mentoring program between our candidates and regional practitioners, designed specifically to make the transition from academia to legal practice smooth and productive, provides exposure to a variety of practices and specialties within employee benefits law before graduation.

Estate Planning

Our LLM in Estate Planning is designed for lawyers interested in developing an expertise in the estate planning arena. The program is available entirely online. This will enable students to tailor their academic schedules consistent with their other obligations, and conveniently participate in the program at home, the office, or even while commuting.

The degree provides lawyers the opportunity to become practice-ready in the estate planning arena. Courses will be taught by law professors and practicing estate planners so that students will develop both a firm theoretical foundation in the subject as well as a thorough understanding of how to apply what they have learned. Program graduates will be prepared for a variety of different career options, including but not limited to, work in law firms, wealth management concerns, financial planning groups, trust departments, insurance companies, and fund-raising divisions of universities and other non-profit organizations.

Information Technology and Privacy Law

Technology and privacy issues affect nearly every aspect of our lives, and knowing the law and underlying policies is crucial to employability in our technology-driven world. Our MS in Information Technology and Privacy Law provides non-attorney business professionals and policy makers with a command of the legal and policy issues shaping the global information marketplace. We remain the only graduate law program in the country that emphasizes privacy as part of its core curriculum.

Intellectual Property

With new technologies and social practices giving rise to new intellectual property issues, leading-edge training in IP law and related practice techniques is necessary to keep up and advance in the fast-moving, competitive world of intellectual property. Our LLM in Intellectual Property Law gives you the competitive advantage you need to excel in practice. Learn substantive law and practical skills from some of the nation's top IP academics, judges, and practitioners.

LLM in Intellectual Property Law candidates choose The John Marshall Law School for its extensive curriculum offerings, including numerous patent law courses. The LLM program offers two degree tracks: a patent track for candidates with technical backgrounds who wish to specialize in patent practice and a general IP track for candidates who wish to gain in-depth knowledge about the full range of IP laws and developments.

International Business and Trade Law

John Marshall provides an exciting opportunity for US and international students to study international business and trade law in Chicago, one of the world's great commercial cities. Our LLM in International Business and Trade Law draws upon the rich resources of Chicago's legal, banking, and international business and trade communities to provide a practical learning environment for dealing with the many challenges of global business. Students are given a strong, practice-oriented foundation in the rules, regulations, and legal approaches underlying international economic law. We offer students an experienced US and international faculty, extensive course offerings, and an externship with a law firm or corporation.

Real Estate

John Marshall's Graduate Real Estate Law Programs, the only ones of their kind in the Midwest, address the demands of the increasingly complicated practice of real estate law. In addition to the more traditional areas of real estate finance and commercial leasing, real estate attorneys must possess skills in negotiating and drafting and be knowledgeable in emerging areas such as sustainability in commercial real estate transactions, bankruptcy, and work-outs. Our programs offer you the opportunity to learn these skills from attorneys who are involved in transactions on the cutting edge of real estate law, and who are active members of the ABA Real Property Section and the American College of Real Estate Lawyers. Both LLM and MS programs are available for interested professionals.

Tax Law

Among the nation's oldest tax programs, the Graduate Tax Law Programs provide a practical grounding in all major areas of taxation, and specialized expertise in particular areas. Our programs stress a transactional approach and deal with actual problems encountered in the practice of tax law. Experienced practitioners teach courses in such areas as corporate taxation, partnership taxation, estate and personal financial planning, foreign taxation, civil and criminal, and tax procedure. Both LLM and MS programs are available for interested professionals.

Trial Advocacy and Dispute Resolution

John Marshall's LLM in Trial Advocacy and Dispute Resolution prepares degree candidates to become highly skilled advocates. Our program immerses the degree candidate in skills training that otherwise is not acquired through the traditional classroom setting. Each course has been carefully crafted to deliver a fully integrated approach to skills development sought after by advocates and employers alike, with a focus on current application of technology in the courtroom, the formation of effective trial strategies, and a high level of competency in all aspects of dispute resolution. The Center's faculty is composed of experienced litigators and judges who are knowledgeable in all areas of trial work, abreast of current trends, and committed to providing John Marshall degree candidates with cutting-edge instruction.

US Legal Studies

Our LLM in U.S. Legal Studies offers practicing foreign attorneys enhanced employability by deepening their knowledge of legal specialties and expanding their knowledge of U.S. and international law. While many other U.S. graduate programs only permit degree candidates to take a few courses outside of a tightly defined specialty, our program allows degree candidates the versatility to pursue almost the full range of undergraduate and graduate law courses offered by John Marshall. Each degree candidate will consult with the Center director to design a personalized degree program.

VI. ACADEMIC STANDARDS

JD PROGRAM

Good Academic Standing

To be in good academic standing, a student must maintain a grade point average of 2.25 in all work undertaken. C, C-, and D grades earn the stated academic credit. However, an F grade earns no academic credit and the course, if required, must be retaken immediately. These grades fall below the required 2.25 average for graduation. The school uses a mandatory grading curve that is adjusted from time to time.

Registration, class attendance, and participation in law school activities are conditioned upon good academic standing.

Ranked in the bottom 30% of Class Level beginning of 2L1 term

Students whose cumulative average at the beginning of their second year (third semester for day students, fourth semester for night students) places them in the lowest 30 percent of their class or students who were dismissed and readmitted shall:

1. Repeat any required courses where they earned an F, and
2. Successfully complete Bar Essay Writing, Legal Fundamentals Review and Test Taking Skills, and Writing for the Practice of Law.
3. Successfully complete 15 credits from the following list of courses: Advanced Torts, Conflict of Laws, Corporations, Criminal Procedure I: Police Investigation, Estates and Trusts, Illinois Civil Procedure, Payment Systems, Products Liability, Remedies, Sales Transactions, and Secured Transactions before graduation. Any student who fails one of these courses must successfully repeat the course before he or she will be permitted to graduate.

4. Be required to meet with one of JMLS's Academic Achievement Professors or Counselors and create an Individualized Academic Achievement Plan. Each Individualized Academic Achievement Plan shall set goals and metrics for improving academic success and preparing to take the bar exam. Each Individualized Academic Achievement Plan may include, but will not be limited to, individual meetings, group meetings, course planning, special assignments, attendance at identified programs, and anything else, in the discretion of the Academic Achievement Professor or Counselor that will move the students toward achieving the stated goals. The Academic Achievement Professors and Counselors may, in their discretion, require these plans to include limits on participation in extra and /or co-curricular programs as well as limits on taking LL.M. courses and limits on outside employment. Each plan shall be tailored to the specific needs of each student. The Academic Achievement Professors and Counselors at JMLS shall have the responsibility for assuring that individual students implement their individualized Academic Achievement Plans.

Any student who knowingly fails to comply with these rules may have additional requirements imposed on him/her as a condition of graduation.

Probation & Academic Dismissal Policy

A student who attains a grade point average of below 1.75 in the first semester of law school will be dismissed. A student whose cumulative grade point average is below 2.25, but above 1.75, at the end of any fall or spring semester will be placed on academic probation, and must raise his or her cumulative grade point average to at least 2.25 by the end of the next semester and summer adjoining the next semester in which the student enrolls. A student is eligible for probation only once; if a student's cumulative grade point average again falls below 2.25 after any subsequent fall or spring semester, the student will be dismissed.

Re-admission Policy

Students dismissed for academic reasons may apply for readmission pursuant to the following rules and standards. Readmission is not a matter of right; instead, it is within the sound discretion of the appropriate committee. Any student applying for readmission bears the burden of demonstrating that his/her performance to date does not accurately reflect his/her ability to successfully complete law school.

PROCEDURES

A. Students Dismissed After Their First or Second Semester (summer not included)

Any student dismissed for academic reasons may apply, no earlier than one semester after the student's dismissal, to the faculty committee responsible for readmission decisions (hereafter, the "Academic Affairs Committee"), for readmission. If granted, such readmission will be effective no earlier than one year after the student's dismissal. Such a student will start over as a new, first semester, student.

B. Students Dismissed After Three or More Semesters (summer not included)

A student dismissed for academic reasons after completing three or more semesters may elect:

- (a) to apply for readmission under (A) above or
- (b) to apply immediately to the Academic Affairs Committee for readmission. Such a student must, however, sit out one semester while his/her petition is being considered. If readmitted, such a student may be allowed to re-enter as a continuing student, with credit for earlier work (assuming the student has 31 or more graded hours), but such a student will be required to repeat all required courses in which he/she received a grade of "C" or lower. Any repeated courses will be included in the grade point average calculations but will count only once toward the 90 hour graduation requirement.

Any student readmitted as a continuing student must raise his/her overall GPA to 2.25 or higher by the end of the semester in which he/she re-enrolls. If a readmitted student has completed fewer than 31 graded hours of earlier work, or if the Academic Affairs Committee for other reasons determines that it would be inappropriate to grant credit for a readmitted student's earlier work, the student must start over as a first-semester student.

C. No Repeat Readmissions

No student readmitted and dismissed a second time will be considered for a second readmission either by the Academic Affairs Committee or through the normal admission process.

D. Application For Readmission Was Rejected

A student whose application for readmission has been rejected by the Academic Affairs Committee may not submit a subsequent application to the committee, but may seek readmission through the normal admission process (but in no case shall a student be readmitted without the affirmative vote of the faculty admissions committee). Such application may be made no sooner than two years from the end of the semester after which the student was dismissed for academic reasons.

E. Application to the Admissions Committee After Two Years

If an eligible student seeking readmission applies two or more years after the date on which the student was dismissed for academic reasons, the student must apply through the normal admission process (but in no case shall a student be readmitted without the affirmative vote of the faculty admissions committee) and, if admitted, must start over as a first –semester student.

STANDARDS

In considering any petition for readmission, the Academic Affairs Committee will place particular emphasis on the following factors:

- how close the student's GPA is to the 2.25 minimum;
- whether the student has shown improvement since the first semester;
- whether the student is consistently performing at or below a "C+" level, or whether he/she has shown the ability to do "B-" or better work in at least a few courses;
- whether the student has taken clear steps to improve performance, such as participating in academic support programs since first going on probation;
- whether specific, unique circumstances may have contributed to the student's unacceptable performance, and whether those circumstances have clearly changed.

Examinations and Grading

A written examination at the conclusion of each course will ordinarily be the principal determinant of a student's grade. However, interim examinations, briefs of cases, and other assignments particularized to the class may be taken into account.

Class preparation and participation are essential components of the educational process. Individual professors may develop class rules and grading procedures that take into account a student's fulfillment of those responsibilities. Professors should distribute any special rules governing classroom participation and grading at the beginning of each semester.

Each student is responsible for verifying the date, time, and place of his or her examinations, and for taking them at the scheduled times, unless there is a direct conflict in scheduling.

A student who, for good cause shown in writing, fails to take a course examination with the class will be required to take the examination the next time it is given. A grade of "Incomplete" will be given in the course until the examination has been written. The grade of "Incomplete" shall automatically convert to an "F" at the end of classes for the following semester, unless the student shall, before such date, either have taken the examination or arranged for a certain date to take the examination. This rule will also apply to courses in which a trial is the primary basis for the grade. Failure to write an examination at the designated time will result in an automatic grade of "F" being entered on the record.

A student who, for good cause shown in writing, does not complete a paper in a semester by the end of classes for that semester will receive a grade of "Incomplete." If the paper is not completed by the end of classes for the following semester, the grade of "Incomplete" will automatically convert to an F. It is each professor's responsibility to notify the Registrar that the work has been completed.

A student who does not officially drop a course, drops without permission, fails to take an examination, or fails to complete course work receives a grade of "WF" for that course.

Final Exam Policy

The use and/or possession of any unauthorized electronic device is strictly prohibited and will be treated as a violation of the student code of conduct. Any authorization must be granted in writing by your professor, Dean Needham, Dean Powers, or Dean Ruebner.

Please examine the final exam schedule carefully and retain it for your information. Each student is responsible for verifying the date, time and place of his/her examinations and for taking them as scheduled by the law school.

During the exam period, students may check the monitors throughout the school two hours before each scheduled exam time to verify assigned room numbers.

- **Conflicts:** Defined as two examinations taking place (1) on the same calendar day or (2) at 6 p.m. one evening and 9:30 a.m. the next morning, OR three examinations taking place within four consecutive calendar days.
- **Disability:** Granted after the student has contacted Melinda Moore , the Disability Accommodations Coordinator, at 312.427.2737 ext. 772, completed the disability accommodation process, and received approval for accommodations. You will receive an email from Ms. Moore if you are granted disability accommodations for exams.
- **Personal Emergency:** Includes hospitalization or a death in the family. Authority to grant/deny accommodation requests resides within the office of Academic Services. **Documentation is required.** Please contact Jim Farrell at jfarrell@jmls.edu for rescheduling exams due to personal emergencies.
- **Religious Observation:** If an exam is scheduled to conflict with a student's religious observations, the exam will be rescheduled to the next available day for testing, provided that it does not further conflict with the student's religious observations. Prior notice (minimum of 1 week) must be given to the Academic Services Office.

Faculty may choose to either give the same exam or create a different exam for those students taking the exam at an alternate time. Students who fail to take an examination or complete requirements for their course will receive a grade of "WF," unless prior accommodations have been granted due to personal hardship. If accommodations have been granted, the grade of "NG"(Incomplete) shall stand on the student record for no longer than one semester. The grade of Incomplete shall automatically convert to an "F" at the end of classes for the following semester unless the student has taken, before such date, the examination or has arranged for a definite date to take the examination.

Examination Review

A student who wants to review his/her examination booklet after the grades have been submitted to the Registrar's Office should make an appointment with his/her professor.

Grading System

The grading system of The John Marshall Law School (at all academic levels, including JD, LLM, and MS programs) shall be:

A+	4.01
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67

D	1.00
F	0.00
WF	0.00

The Grading Curve

The law school has a policy requiring faculty members to engage in reasonable post-examination review with students.

Curve I

In *Civil Procedure I*, *Constitutional Law I*, *Contracts I & II*, *Criminal Law*, *Property*, and *Torts*, provided the enrollment is 20 or more students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 20% and no more than 30% of the class. Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 45% of the class. Grades of C+, C, and C- shall be awarded to no fewer than 15% and no more than 25% of the class. Grades of D and F shall be awarded to no fewer than 10% and no more than 20% of the class.

Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.40–2.80, inclusive.

Curve II

In every JD course not subject to Curve I, other than *Lawyering Skills* and *Trial Advocacy*, provided the enrollment is more than 30 students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 25% and no more than 40% of the class. Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 50% of the class. Grades of C+, C, and C- shall be awarded to no fewer than 10% and no more than 25% of the class. Grades of D and F shall be awarded to no fewer than 0% and no more than 10% of the class.

Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.70 and 3.10, inclusive.

Other Grading Provisions

Because of the required 2.25 cumulative grade point average, a student must earn a number of grades above C to remain in school and graduate. A student who receives only Cs during the first two semesters and summer will have a cumulative average of 2.00 and will be ineligible to continue in school. For these reasons, any grade of C is considered marginally acceptable.

A student on probation must take a minimum of 12 semester hours in the full-time program or eight semester hours in the part-time program. Failure to register for the required number of hours without

prior approval of the Assistant Dean for Academic Services will be treated as the equivalent of failure to attain a 2.25 grade point average for the semester.

Students with questions about grade point averages or other academic matters should make an appointment to see Assistant Dean for Academic Services Jodie Needham (3rd floor of the 315 S. Plymouth Ct. Building).

Repeating Courses

A student who receives a failing grade (F or WF) in a required course must repeat that course at the earliest opportunity; there is no restriction on the grade level that can be earned upon repetition. All grades received by the student, including failing grades, will be computed in the grade point average. Tuition will be charged for repetitions.

Otherwise, a student may not repeat for academic credit any course in which a grade has been received.

Class Rank

After grades have been issued at the end of each fall and spring semester, students are ranked according to their respective class level and their cumulative grade point average. The highest grade point average is ranked number one, followed by the rest of the class, with the lowest grade point average ranked last.

The percentage is derived by dividing the rank by the total number of students. (For example: A student in the class level 2L1 had a cumulative grade point average of 3.24. There were 238 students in that class level. The student was ranked 80/238; 80 divided by 238 is .33, so the student was in the top 33 percent of the class).

Class rankings are unofficial until the date of graduation. After graduation, final ranks are a part of a student's transcript.

Dean's List

JD students qualify for the Dean's List at the completion of each fall and spring semester. To qualify, a student's semester GPA must be in the top 25 percent of his or her class level.

CALI Excellence for the Future Award

The CALI Excellence for the Future Award, sponsored by the Center for Computer-Assisted Legal Instruction, is given each semester to the student or students who receive the highest grade in each JD section of an exam course. An instructor may elect not to designate a CALI winner.

Residency Requirements

To be eligible for the JD degree, a John Marshall student must complete the course of study required for the degree in no fewer than 27 months and no more than 84 months after the student has commenced law study at the law school or at a law school from which transfer credit has been accepted. No student shall be permitted to be enrolled at any time in coursework that, if successfully completed, would exceed 20 percent of the total coursework required for graduation.

Interruption of Study

Applicants who seek to take a leave of absence or resume their legal studies will be evaluated according to the length of the absence, their college record, and law school performance. Those interested must speak with the Assistant Dean for Academic Services for more information.

Employment Policy

Full-time JD students should remember that classes require substantial time for preparation. They may not be employed more than 20 hours per week according to Standard 304(f) of the American Bar Association Standards for Approval of Law Schools. Each semester, full-time students are required to certify at the time of registration that they will not be employed for more than 20 hours per week.

Enrollment at Another Law School

With prior approval, John Marshall students, who have successfully completed the first year core courses (Contracts I & II, Criminal Law, Constitutional Law I, Civil Procedure I, Torts, Property, Expert Learning and LS I & II) may take up to six hours of elective credit at another American Bar Association-approved law school. Credit for the work is subject to certain restrictions, including a requirement that the student achieve a minimum grade of C. Courses in which students received grades lower than C will not be accepted. Although credit is accepted, grades from other approved law schools are not computed in the John Marshall cumulative average. Approval will not be granted if the same course is given at John Marshall, except for summer programs offered by a law school in another city.

Graduation

Graduating students must submit an Application for Graduation to the Registrar's office. It is imperative for graduating students to notify the Registrar if they have changed their schedules and reduced their hours after they have submitted the Application for Graduation. Each student has the responsibility to make sure that all degree requirements are fulfilled. Anticipated graduates should make an independent review of their records before registering for their final semester. It is the student's responsibility, not the Registrar's, to make sure that all degree requirements will be fulfilled by the end of the final semester.

Graduation Honors

Summa cum laude: JD graduates in the top 1 percent of their class level will earn this honor.

Magna cum laude: JD graduates in the top 4 percent of their class level will earn this honor.

Cum laude: JD graduates in the top 15 percent of their class level will earn this honor.

Order of John Marshall: JD graduates in the top 15 percent of their class level will earn this honor.

LLM/MS PROGRAMS

The academic rules of the JD program will apply to the Graduate programs except to the extent that the following is different from the JD program academic rules.

ACADEMIC STANDING, PROBATION, DISMISSAL

Academic standing will not be determined until the student completes his/her first six hours of credit (referred to as the "first trial period"). Upon the completion of the first trial period, a student must

achieve a cumulative grade point average (CGPA) of 2.5 or better in order to be in good standing. If, at any time after the first trial period, the student's CGPA falls below 2.0, he/she will automatically be academically dismissed.

A student whose CGPA is between 2.0 and 2.499 after the trial period will be placed on academic probation and must raise his/her CGPA to 2.5 or better by the time he/she completes the next six credit hours (referred to as the "second trial period"). If such a student does not raise his/her CGPA to 2.5 or better within the second trial period, that student will be academically dismissed. Probation status will remain in effect until the student completes the second trial period. During the second trial period, the student must take a minimum of four credit hours and maximum of six credit hours unless otherwise approved by the Center director.

If such a student on probation raises his/her CGPA to 2.5 or better within the second trial period, the student will be in good standing. However, if a student has once been on probation and successfully raised his/her CGPA to 2.5 but has his/her CGPA go below 2.5 at the end of any subsequent semester, the student shall be academically dismissed at the end of that semester.

A student must have a cumulative grade point average of 2.5 to receive a LLM or MS degree.

Classes Outside the Program

With the approval of the program director, an LLM or MS student may take up to six credit hours in classes outside his/her own program. A student may take more than six credit hours of classes outside his/her own program only with permission of the program director and the Associate Dean for Advanced Studies and Research.

Transfer Credits

A program director may accept up to nine transfer credit hours from a matriculated student seeking to enter The John Marshall Law School LLM program from another institution. Under special circumstances, the program director may allow a student to take one or more courses at other institutions toward completion of the program's requirements for graduation from The John Marshall Law School.

Graduation Honors

A student with a grade point average of 3.6 or higher will graduate with Honors.

Repeating Courses

Each student shall repeat a required class in which he/she has received a failing grade. A student may repeat an elective class in which he/she has received a failing grade. All grades received by the student, including failing grades, will be included in the computation of grade point averages.

VII. ACADEMIC & OTHER POLICIES

Attendance

The Board of Law Examiners in each state requires a certificate of attendance from the law schools attended by the applicant in order to take the bar examination. To execute this certificate faithfully, the

school must insist on regular attendance. Therefore, students are required to attend all classes scheduled. A student absent for more than 25 percent of the total number of class meetings will not be allowed to write the examination and will receive a grade of WF (withdraw/fail) for the course, unless permission has been granted by the Assistant Dean for Academic Services. The number of absences permitted may be reduced by the professor on notice to the class.

The John Marshall Law School recognizes the diversity of religious practices of its students, faculty, and staff. Therefore, in addition to the 25 percent allowed, with prior notification to professors, students are excused for religious observance from two class sessions in each course enrolled in every semester.

Disability Policy

There are a number of students with disabilities in the law school. The law school works with these students to accommodate their individual needs. A student who asks for reasonable accommodations due to a specific disability must provide acceptable evidence of the disability. The law school may require the student to take designated tests at his or her expense from a qualified medical or educational professional chosen by the school. Please stop in the Academic Services Office and speak with our Accommodations Administrator in room 301 or refer to our website to find all relevant information: <http://www.jmls.edu/registrar/disability-policy.php>.

E-Mail Policy

The John Marshall Law School has established e-mail as a primary vehicle for official communication with students, faculty and staff. Each registered student and active faculty and staff member is assigned an official John Marshall e-mail address by Library Technology and Services (LTS) according to a naming convention regulated by LTS.

John Marshall expects that students will receive and read e-mail in a timely manner. Failure to receive and read John Marshall communications delivered to an official JMLS e-mail address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

By contacting the LTS Help Desk, students, faculty and staff may redirect their official JMLS e-mail address to another address, at their own risk. John Marshall is not responsible for the handling of e-mail by other service providers. Having e-mail redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official JMLS e-mail address.

FERPA Policy

Information on FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of education records of all students enrolled in schools beyond the high school level. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records.

Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds

administered by the Secretary of Education withheld. The U.S. Department of Education website maintains information about FERPA.

President Bush signed the "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act" on October 26, 2001. Section 507 of the USA PATRIOT Act amends FERPA by permitting institutions to disclose, without the knowledge or consent of the student, personally identifiable information from the student's education records to the Attorney General of the United States or his designee in response to an ex parte order (one filed without notice to the student) in connection with the investigation or prosecution of terrorism crimes. Also, the school is not required to record such disclosures.

Your Rights Under FERPA

Students have three primary rights under FERPA. They have the right to inspect and review their education records; the right to have some control over the disclosure of information from their education records; and the right to seek to amend their education records, under certain circumstances. A student's FERPA rights begin when the student registers and attends his or her first class at John Marshall.

Notification of Rights

Consistent with its obligations under FERPA, John Marshall annually notifies students of the rights accorded them by FERPA. The annual notification statement is published in the [John Marshall Student Handbook](#) and at registration. If a student feels that the law school has not fully honored his or her privacy rights under FERPA, a written complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Policy Compliance Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of FERPA. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Education Records Under FERPA

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. Education records do not include:

- Records or notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record (this might include notes an instructor makes while providing career/professional guidance to a student);
- records made or maintained by physicians, psychiatrists, psychologists, and other health professionals and paraprofessionals that are used only in connection with treatment of students;
- employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment;
- records created and maintained by a law enforcement unit of the law school used only for law enforcement purposes;

- post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and does not relate to the person as a student.

Students and former students have rights to inspect and review their education records within 45 days from making such a request to the Registrar's office. The right of inspection and review includes: the right to access, with an explanation and interpretation of the record; the right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The law school may refuse to provide a copy of a student's education record provided such refusal does not limit access.

Students may request that their education records be amended if they believe such information is inaccurate, misleading, or in violation of privacy rights. To amend educational records, students should submit a request in writing to William Powers, Associate Dean for Admission and Student Affairs. Students should identify the requested correction and specify why it is inaccurate, misleading, or in violation of privacy rights.

Protection of Records

FERPA allows institutions to identify certain types information called "directory information" that may be disclosed without student consent. The John Marshall Law School has designated the following information as directory information and will release this information upon request, unless the student has restricted directory information:

- Student's name
- John Marshall email address
- Dates of attendance
- Participation in officially recognized student organizations
- Degrees, honors, and awards received

According to FERPA, a student can request that the law school not release any directory information about him/her. Institutions must comply with this request, once received, if the student is still enrolled.

Students who wish to restrict the release of all directory information about themselves must submit a completed [**Request to Restrict Directory Information Form**](#) to the Registrar's Office.

Students who restrict directory information should realize that their names will not appear in any law school publications. Employers, companies and scholarship committees will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at The John Marshall School.

With several exceptions provided by FERPA, John Marshall cannot release personally identifiable non-directory information in an education record without prior written consent from the student. Examples of non-directory information include: birth date, religious affiliation, citizenship, disciplinary status, ethnicity, gender, grade point average(GPA), marital status, SSN/student I.D., grades/exam scores, test scores (e.g., LSAT), progress reports.

The John Marshall Law School protects the privacy of all enrolled students; however, the student's prior written consent is not required to disclose non-directory information to school officials who the law school has determined to have a legitimate educational interest.

Additionally, The U.S. Department of Education has allowed the law school to determine whether there is, in fact, a health or safety emergency that justifies disclosing non-directory information without the student's written consent. The John Marshall Law School considers the following criteria in determining whether an emergency situation exists:

- Is the emergency a serious threat to the health or safety of the student or other individual(s)?
- Is the information to be disclosed necessary to meet the emergency?
- Are the parties to whom the information is to be disclosed in a position to deal with the emergency?
- Is time of the essence in dealing with the emergency?

Contact Asst. Dean Jodie Needham at 6needham@jmls.edu with further questions or concerns.

Recording Policy

Application: This policy applies to the recording of any live or online class except mock depositions, oral arguments and trials where recording is part of the pedagogical process.

Definitions:

Attendance. For the purpose of this policy, attendance means in-class presence for traditionally taught (i.e., live) courses or synchronous and/or asynchronous participation for distance education courses as required by the American Bar Association, JMLS and the course instructor.

Recording. Unless specifically noted, this policy applies to both audio and video recording on any medium through the use of any technology.

Recording by Students

Consistent with our mission of training lawyers who act with the highest standards of professionalism and honesty, students are not permitted to audio or video record a class, seminar, meeting or teacher conference without authorization obtained in accordance with this policy. The unauthorized or surreptitious recording, copying, uploading, downloading, distribution, or use of all or any portion of an unauthorized recording will be deemed a violation of the JMLS Student Code of Conduct. It is further prohibited for any JMLS student to record any communication with another person at the School or in connection with any School-related activity without the knowing consent of all persons who are being recorded.

Recording at the Request of an Individual Student

All students are expected to attend class regularly and to miss class only in exceptional circumstances. Students may request that classes be recorded only for the reasons set forth below:

- (1) absence because of serious medical situation or family emergency;
- (2) absence because of religious observance;

(3) other exigent circumstances which does not include job interviews, vacations, minor illness, or work conflicts.

(4) as a reasonable accommodation for a student with a disability.

A student who wishes to have a class recorded for the reasons set forth in (1), (2), or (3) above shall make such request to the faculty member who is responsible for teaching the class.

Absent good reason to disapprove, the faculty member should grant such request and, in all cases, should decide such requests on a consistent and fair basis taking into account the individual circumstances.

A student who wishes to have a class recorded for the reason set forth in (4) above shall make such request to the School's Disability Accommodations Coordinator or Assistant Dean for Student Services. Such requests shall be treated in confidence and, if allowed, shall be implemented to the extent possible in a manner that is designed to protect the identity of the student requiring the accommodation. The faculty member teaching the class must abide by the decision of the Disability Accommodations Coordinator or Assistant Dean for Student Services.

A student who is permitted to record a class under this provision shall not copy, share or distribute the recording or any portion thereof to other persons not authorized to receive it.

Recording by a Faculty Member or Administrator

A faculty member, or JMLS administrator, with the faculty member's permission, may record his/her own class or classes for a legitimate purpose related to the School's educational mission. A faculty member's consent is not required if the recording is necessary to comply with the School's obligation to provide reasonable accommodation.

A faculty member who records a class and provides it to one or more students for a reason other than the four reasons set forth in section 2., shall make the recording available to all students enrolled in the class. Students are prohibited from recording, copying, uploading, downloading, distributing, and/or sharing the recording or any portion thereof to persons not authorized to receive it.

Retention of Recordings

Except for distance education courses, the default rule is that class recordings will be made available to students only until they have taken their final exam or submitted their final semester project in that course.

Recording may be retained for a longer period only if a faculty member specifically asks the Associate Dean of Academic Affairs to retain the recording for a longer, reasonable period of time.

Notice and Consent to Recording

JMLS students will be informed at registration every semester that live and online classes may be audio recorded for legitimate educational purposes without further notice and that any student who objects

to being audio recorded should inform the Assistant Dean for Student Services. The Assistant Dean and faculty member will work with the student on alternative arrangements.

Recording for Security Purposes

Nothing in this policy shall prohibit or restrict the Administration from video recording any School-related activity for security purposes or require the Administration to provide notice or obtain consent prior to such recording.

No Transfer of Property Rights

Nothing in this policy is intended by the School to waive or transfer any of its interest in copyrighted material or works for hire.

Lost and Found

The law school is not responsible for lost or stolen property. If an item is lost or found, it should be reported to the security guard on the main floor. All items that are turned in to the security guard will be placed in a locked room by the maintenance staff. When trying to locate an item that is lost, please contact the security guard.

Smoking Policy

The John Marshall Law School is a smoke-free environment. The smoking, inhaling, exhaling, burning, or carrying of a lighted cigar, pipe, or cigarette is not permitted anywhere on The John Marshall Law School premises or within 15 feet of the school's entrance.

Transcript Policy

No official transcript of record is given directly to a student or to a graduate. An official transcript will be sent to another school or to any authorized agency upon the student's request to the Academic Services Office. A transcript will not be issued unless all outstanding obligations are met and fees owed to the law school are paid. You may order a transcript online at our website here: <http://www.jmls.edu/registrar/transcript-requests.php>.

Code of Conduct Policy

1. Preamble

Each student is admitted to The John Marshall Law School on the condition that his or her conduct meets the standards of conduct established by the law school.

2. Standards of Conduct

Examinations

It is a violation of this student code to:

1. Seek, receive, reproduce, or circulate what the student knows to be unauthorized information concerning the content of an examination prior to such examination or a copy of an examination prior to its administration.
2. Bring into an examination room any unauthorized materials.

3. Fail to comply strictly with any examination instructions or procedures, including, but not limited to, the use of materials, collaboration with other students, and time limitations.
4. Use a false excuse to avoid taking an examination at its scheduled time.
5. Engage any person to take an examination in place of oneself or to take an examination for another.
6. Disrupt an examination.
7. Divulge grades or examination numbers without authorization.

Academic Honesty

It is a violation of this student code to:

1. Submit for credit work not originally prepared for the course for which it is submitted without explicit permission of the instructor of the course after the instructor has been advised of the origins of the work.
2. Engage in plagiarism as defined and explained in Section VII.B. (*infra*) of The John Marshall Law School Student Handbook.

Class Attendance and Course Requirements

It is a violation of this student code to purposely indicate the presence in class of another student whom the student knows not to be actually present in class, or to misrepresent his or her own presence or absence.

Misappropriation and Misuse of Property

It is a violation of this student code to:

1. Damage, hide, or otherwise exert unauthorized control over property belonging to another person or the law school
2. Obtain or attempt to obtain unauthorized access to any school record, database, or communication to or from law school personnel, or any student e-mail sent, received, or stored on school servers or computers
3. Use or attempt to use the law school's computer or email systems in violation of the school's regulations, or in furtherance of any conduct that would constitute a violation of this code of conduct.

Honesty and Integrity

It is a violation of this student code to:

1. Furnish false information or records including, but not limited to, information relating to admissions, registration, computer services, career services, financial aid, or other law school sponsored activities or programs

2. Forge or alter school documents, records, or identification cards, or use or attempt to use forged or altered documents, records, or identification cards with intent to defraud.
3. Falsify a signature on any form, document, or paper.
4. Furnish to any person information or records, knowing them to be false or inaccurate relating to the student's academic record or the student's activities at the law school.
5. Falsify or misrepresent academic standing or participation in curricular or extracurricular activities in the securing or continuation of employment, externships, or benefits.
6. Engage in other acts of dishonesty, fraud, deceit, or misrepresentation that are prejudicial to the mission or operation of the law school.

Respect for Others

It is a violation of this student code to:

1. Engage in threatening, intimidating, or disruptive conduct or comments of any kind on campus or engage in such conduct off campus if it interferes with the rights of others to participate fully and freely in the educational process.
2. Engage in conduct or comments that reasonably could be expected to or that do result in the harassment, intimidation, or stigmatization of an individual because of race, national origin, ethnicity, religion, sex, sexual orientation, immigrant status, or disability. Statements made in the context of a class discussion or exchange of ideas are not sanctionable.
3. Obstruct, impair, or interfere with sponsored or authorized activities, including classroom discussion, in a manner likely to deprive others of the benefit or enjoyment of the activity.
4. Use or attempt to use force against any member of the law school community, or his or her family; or to threaten the use of force against any member of the law school community, or his or her family, in circumstances that create a reasonable fear that actual force is likely to follow.
5. Engage in conduct which threatens or endangers the health or safety of any person on school premises, or at school-sponsored or school-supervised functions at any place.

Illegal and Criminal Conduct

It is a violation of this student code to:

1. Possess, use, or distribute illegal drugs on law school property or during law school-sponsored activities.
2. Violate the Illinois Criminal Code or other penal laws of the State of Illinois, of any other state, or of the federal government. A judgment of conviction is conclusive for purposes of this section.

3. Fail to report a criminal conviction¹ to the Dean or Associate Dean for Academic Affairs within five days of judgment.

Obstruction of Disciplinary Proceedings

It is a violation of this student code to:

1. Testify falsely or provide false information during a disciplinary violation process.
2. Bring a charge in bad faith under this Code or the Rules for Student Disciplinary Proceedings.
3. Harass any person who provides information or testimony pertaining to an alleged violation of this Code, or who participates in the enforcement of this Code.
4. Submit to persons participating in a disciplinary investigation any allegation of misconduct that is false and that the complaining student knew to be false at the time it was submitted.
5. Breach the confidentiality requirements relating to disciplinary proceedings under this Code.

Disciplinary Code Standards and Ethical Obligations

It is a violation of this student code to:

1. Violate published law school regulations or policies, or engage in conduct that is prejudicial to the mission or operation of the law school or the rights of others in the law school community to participate fully and freely in the educational process.
2. Assist any other student in any violation or attempted violation of this Code, or to combine, agree, or confederate with other students to engage in conduct that violates this Code.

Plagiarism Policy

Plagiarism is an extremely serious offense that may result in disciplinary action. There are two major types of plagiarism:

1. Failure to cite the source of an idea; and
2. Failure to use quotation marks around a direct quote.
 - a. Use of an idea. If you use the idea (or an organization) of another author, you must attribute that idea to the other author. Merely paraphrasing the other author's words is not sufficient. You must also cite to the other source.

¹ Supervision is considered a conviction for purposes of this code.

b. Use of the same words. If you use the idea and the words of another author, you must put quotation marks around those words and cite to the source. Both are required. If either the quotation marks or the citation is missing, you have plagiarized the other author's work.

Intent is not required for a writing to be plagiarized.

Using the ideas or words of another student may also be plagiarism.

Regardless of what rules you may have followed on this subject before law school, or what practices you may observe elsewhere, this is the standard that you must adhere to in all of your Lawyering Skills classes, in all seminar papers, and in all honors programs. This definition may be supplemented for Lawyering Skills classes.

Copyright Infringement Policy

Unauthorized copying or distribution of copyrighted material violates the U.S. Copyright Act as well as John Marshall's Technology Use Policies ("TUP"). These policies, among other things, prohibit *illegal* downloading and sharing of copyrighted material over the John Marshall network, including through the use of e-mail, web pages, and peer-to-peer file sharing software. This prohibition applies to all computers and mobile devices accessing the John Marshall network, whether owned by John Marshall or personally owned by a community member. Before downloading or sharing any material over the John Marshall network, members of the community should ensure they have the legal right to do so.

John Marshall's responsibility under the law is to respond expeditiously to remove, or disable access to, the material that is claimed to be infringing. The policies for Digital Millennium Copyright Act ("DMCA") complaints are as follows:

- The first time that ITS receives a DMCA complaint for a student, ITS will send a notice to the student, requiring the student to make an appointment to meet with the Director of Library & Technology within a specified period of time. The student will be required to remove or block access to any materials identified as infringing copyright in the DMCA notice, as well as any other infringing material, and certify in writing that he or she has done so. If ITS does not receive a response to its violation notice within the specified time, ITS will suspend the student's access to the John Marshall network.
- If ITS receives subsequent DMCA complaints for the same student, ITS will suspend network access for the student and refer the matter to Associate Dean of Student Affairs for disciplinary action. Details regarding the first complaint will be provided and taken into account in any disciplinary sanction. ITS will only restore network access upon the request of the Associate Dean for Student Affairs.
- These policies apply to faculty, staff and other authorized users as well as students. If ITS receives a DMCA complaint for a faculty member, the matter will be referred to the Associate Dean for Academic Affairs. If ITS receives a DMCA complaint for a staff member or other authorized user, the matter will be referred to the individual's department head, supervisor or, for guests, primary faculty or staff contact, and the Assistant Dean for Human Resources.

The ITS department also employs the following technology-based deterrents to the unauthorized copying and distribution of copyrighted material: (1) dropping or constricting bandwidth accessible to common peer-to-peer file sharing protocols on the John Marshall network, (2) tracing illegal activity to

specific users on the John Marshall network, including its wireless network, where possible, and (3) random reviews of high bandwidth usage on the John Marshall network.

This policy will be reviewed on an annual basis and modified as necessary to ensure its continuing effectiveness. Last reviewed: August 26, 2014.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Reporting Claims of Copyright Infringement

The John Marshall Law School respects the intellectual property of others, and we ask our students, faculty, and staff, and those posting to this site, to do the same. In accordance with the Digital Millennium Copyright Act ("DMCA"), John Marshall has appointed an agent to receive notification of alleged copyright infringement occurring in the jmls.edu domain. If you believe that your copyrighted work is being infringed, please notify our agent specified below:

Ramsey Donnell

Director, Library & Technology
The John Marshall Law School
315 S. Plymouth Ct.
Chicago, IL 60604
Phone: 312-427-2737, ext. 266
Fax: 312-427-8307
Email: rdonnell@jmls.edu

In notifying us of the alleged copyright infringement, please include the following information:

1. the electronic or physical signature of the owner of the copyright or the person authorized to act on the owner's behalf.
2. a description of the copyrighted work that you claim has been infringed and a description of the infringing activity.

3. identification of the location where the original or an authorized copy of the copyrighted work exists, for example the URL of the web site where it is posted or the name of the book in which it has been published.
4. identification of the URL or other specific location on this site where the material that you claim is infringing is located.
5. your name, address, telephone number and email address.
6. a statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law.
7. a statement by you, made under penalty of perjury, that the above information you provide us is accurate and that you are the copyright owner or are authorized to act on the behalf of copyright owner.

Student Disciplinary Proceedings Policy

Application of Rules

- a. These Rules are intended to provide a procedure to receive, investigate, and decide charges alleging violation of the Student Code of Conduct. Any time limits under these Rules may be waived or extended by the Dean or chair of the Discipline Committee. These rules shall not apply to conduct that is prohibited by the Student Protection from Discrimination and Harassment Policy. All such conduct shall be handled under that policy.
- b. These Rules apply to all students and former students, if the charge against them relates to their conduct while they were students of the law school. The law school administration retains the right consistent with these Rules to initiate or continue an investigation, notwithstanding a change from student to non-student status, and to take appropriate action including deferring, revising, or revoking grades or matriculation and amending a student file to reflect disciplinary action.
- c. These Rules apply to conduct occurring on and off campus, so long as any off-campus conduct complained of has a substantial impact on the law school or a member of the law school community.
- d. The Dean, or if the matter is pending before it, the chair of the Discipline Committee, shall have the authority to stay an investigation or proceeding under these Rules due to the pendency of external proceedings related to the same subject matter; provided, however, that it is usually in the interests of the law school community not to delay proceedings alleging violation of the Student Code of Conduct; provided, further, that the law school shall not be bound by the results or determinations made by any other entity or forum. The law school may also refer a matter to other appropriate authorities, including, but not limited to, a criminal justice agency or an attorney disciplinary committee and, in such a case, may decide not to proceed or to stay an investigation or other proceeding under these Rules.

e. All persons involved in this process have the right to be represented by counsel or other representative at all stages of this procedure; provided, however, that no person employed full time by the law school or any adjunct faculty member may act as a student's representative. The law school shall have no responsibility to pay the legal fees of any student or former student.

f. These Rules shall not apply to conduct that is prohibited by the policy on Student Protection from Discrimination and Harassment. All such conduct shall be handled under that policy.

Initiation of Discipline Proceeding

a. Any member of the faculty, administration, staff, or student body may initiate a discipline proceeding (hereinafter referred to as the "Complainant") against a student or former student (hereinafter referred to as the "Respondent") by filing a charge with the Associate Dean for Academic Affairs. A charge may be filed by more than one Complainant.

b. The charge shall be filed within 180 days after the Complainant knows or should have known about the conduct complained of. The charge shall identify the Complainant, the Respondent and state in plain language and with reasonable particularity the date, place, and act complained of, and if possible, identify the standard of conduct which had been violated.

c. Within 20 days after a charge is filed, the Associate Dean for Academic Affairs should inform the Respondent of the charge against him/her by providing a copy of the charge to his/her last known address, or, if appropriate to protect the confidentiality of the Complainant or third persons, a summary of the charge allegations.

Investigation and Resolution by the Associate Dean for Academic Affairs

a. The Associate Dean for Academic Affairs may attempt, in the exercise of his/her discretion, to investigate and resolve the charge before referring it to the Discipline Committee for formal investigation. If the Associate Dean for Academic Affairs resolves the charge at this stage, the matter shall be concluded subject to the provisions in this paragraph. If not resolved, the Associate Dean for Academic Affairs shall refer the charge to the Discipline Committee no later than 60 days after the charge is filed. The Associate Dean for Academic Affairs shall inform the chair of the Discipline Committee of any charge intended to be resolved at this stage of the process and seek his/her counsel before entering into a final resolution. Any student or former student who the Associate Dean for Academic Affairs believes should be suspended, expelled, or subject to revocation of a degree has the right to have the charge referred to the Discipline Committee for investigation and subsequent proceedings in accordance with these Rules.

b. The Associate Dean for Academic Affairs, after consultation with the chair of the Discipline Committee, shall have the discretion and authority to take any interim actions/he believes is in the best interest of the law school or any member of the law school community after a charge is filed and before it is finally resolved. Such interim action may include, but is not limited to, removing the Respondent or other student from a particular class or from the school.

Referral to the Discipline Committee for Investigation and Reasonable Cause Determination

a. There shall be a Student Discipline Committee comprised of nine members: six from the full-time faculty and three students in good standing. The Student Discipline Committee shall elect a faculty member as the chair. The three student-members shall be selected by the Student Bar Association president-elect for one-year terms. The six faculty members shall be appointed by the faculty's Executive Committee for two-year terms.

b. When a charge is referred from the Associate Dean for Academic Affairs to the Discipline Committee, the chair of the Discipline Committee shall appoint one faculty member to the committee (which may include the chair) as the "Investigator" who, along with the Associate Dean for Academic Affairs, shall have responsibility to investigate the charge allegations. Their investigation may, but is not required, to include interviews with the Complainant, Respondent, and other witnesses and to review documents, including any investigation previously conducted. The Complainant and Respondent have a duty to fully cooperate in the investigation of the charge.

c. The Investigator and Associate Dean for Academic Affairs should attempt to complete their investigation within reasonable time, but in no event more than 120 days. After they complete their investigation, the Investigator and Associate Dean for Academic Affairs shall make a written determination whether there is reasonable cause to believe a rule violation or other misconduct has occurred and shall send their determination to the Associate Dean for Academic Affairs and chair of the Discipline Committee. There shall be no reasonable cause determination made without first providing the Respondent an opportunity to respond in writing or orally to the charge allegations. If it is determined there is not reasonable cause, the matter shall be terminated. If reasonable cause is found, the chair of the Discipline Committee shall convene a Hearing Panel.

d. The Respondent should be informed in writing within 20 days after a reasonable cause determination is made.

Referral for Hearing

a. If reasonable cause is found, the chair of the Discipline Committee shall select by lot two faculty members (which may include the chair) and one student member from the Discipline Committee to constitute a Hearing Panel (HP); provided, however, that the Investigator who conducted the reasonable cause investigation shall be excluded from consideration. The Hearing Panel shall select one of the faculty members to chair the Hearing Panel. Any member of the Discipline Committee who may be a witness shall be excluded from consideration for the Hearing Panel and shall not participate in any decisions made by the Hearing Panel. The chair of the Discipline Committee has the discretion to appoint interim members to the Discipline Committee in the event members are excluded under this Paragraph.

b. Within 10 days after the Respondent is informed of a finding of reasonable cause, she/he shall respond in writing to the Hearing Panel by admitting, denying, or otherwise responding to each factual matter charged. The chair of the HP may extend the time for such response.

c. The chair of the HP shall set a date for hearing within a reasonable time and issuance of the reasonable cause determination; provided, further, that the hearing date may be extended by the chair in his/her discretion for good cause shown.

d. Either the Associate Dean for Academic Affairs or Investigator shall be responsible for presenting the facts and evidence in support of the charge to the Hearing Panel (hereinafter referred to as the "Presenter").

e. Pre-hearing discovery shall be limited to the following. Upon request to the chair of the Hearing Panel, the Respondent shall be given all evidence which support the reasonable cause determination and any evidence which will be offered at the hearing to support the charge, except for evidence protected by attorney-client privilege or otherwise prohibited from disclosure by law. Upon request by the Presenter to the Respondent, the Respondent shall provide to the Presenter all evidence which support any denial of the charge allegations and any evidence which the Respondent will offer at the hearing in his/her defense, except for evidence protected by attorney-client privilege or otherwise prohibited from disclosure by law. The chair of the HP may place restrictions on the use and disclosure of any evidence as a condition to the production of such evidence to protect the confidentiality or privacy interests of the law school or members of the law school community, or for other bona fide reason. Unless the chair of the HP sets a different date, the production of information required under this Paragraph should occur no later than 10 days after the request for production is made or five days prior to hearing, whichever comes first. The Hearing Penal may draw an adverse reference from the failure to produce any evidence required under this Paragraph.

f. The Investigator, Presenter, or Associate Dean for Academic Affairs shall have the authority at any time to Final Decision to discuss the Respondent a stipulated disposition of the charge. Any stipulated disposition after a charge is referred to the Discipline Committee but before a reasonable cause determination is made must be approved by the Dean and the chair of the Discipline Committee after consultation as appropriate with the Associate Dean for Academic Affairs, Investigator and/or Presenter. Any stipulated disposition after reasonable cause is found and prior to a Final Decision under these rules must be approved by the Dean and a majority vote of the Discipline Committee members, excluding members sitting on the Hearing Panel who shall now participate in any consideration of a stipulated disposition. If a stipulate disposition is approved as provided in this Paragraph, the matter shall be concluded. If a stipulated disposition is not approved, the matter shall proceed in accordance with these Rules.

Hearing and Recommended Decision

a. The hearing shall be conducted in such manner as to provide a full and true disclosure of the facts and do substantial justice. The rules of evidence shall not apply at hearing and the Hearing Panel may consider written and oral statements and documents which may be hearsay. The chair of the Hearing Panel has the discretion and authority to decide all procedural issues that may arise in connection with the hearing process.

b. The hearing shall not be open to third persons.

c. The Respondent, Presenter, and Hearing Panel members or their attorneys, or representatives may question witnesses and offer other evidence during the hearing. No person may be compelled to present evidence at hearing; provided, however, that an adverse inference may be drawn by the failure of the Respondent to speak on his/her own behalf at hearing. The chair of the Hearing Panel has discretion to limit the number of witnesses and questions. The chair may allow opening and closing statements and such other presentation of evidence or argument that she/he believes would be useful to the Hearing Panel.

d. Hearings shall be recorded on tape or by stenographer, and shall remain the property of the law school and shall be made available to the Respondent for review or copying, subject to any restrictions the chair of the Hearing Panel may impose to protect the confidentiality or privacy interests of the law school or members of the law school community, or for other bona fide reason. The transcript shall not be made available to third persons except as required by legal process.

e. After the presentation of evidence, the Hearing Panel shall decide by majority vote whether the charge allegations have been proven by clear and convincing evidence, shall issue a Recommended Decision and shall send the decision to the Respondent, Presenter, Associate Dean for Academic Affairs, and Dean. The Hearing Panel should attempt to issue its decision within 30 days after the hearing concludes.

f. If the Hearing Panel finds against the Respondent, it may, but is not required to, recommend a sanction. The recommended sanction shall be included in the Hearing Panel's Recommended Decision. The Hearing Panel may seek the input of any relevant faculty member, student, or administrator before recommending a sanction which may include, but is not limited to:

i. Written Warning or Censure

ii. Disciplinary Probation: Exclusion from participation in school privileges or extracurricular activities for a specified period of time

iii. Change in grade. Entry of a reduced or failing grade in a course.

iv. Restitution: Financial reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

v. Suspension: Exclusion from classes and other privileges or activities for a specified period of time.

vi. Expulsion: Termination of the student's status of an indefinite period of time. The conditions for readmission, if readmission is contemplated, shall be stated in the order of expulsion.

g. A Recommended Decision by the Hearing Panel in favor of the Respondent shall terminate the proceeding and constitute a Final Decision.

Review by Dean and Final Decision

a. A Recommended Decision by the Hearing Panel against the Respondent shall be reviewed in all cases by the Dean. The Respondent shall have seven days after receipt of the Recommended Decision to state his/her position in writing to the Dean concerning the decision. Failure by the Respondent to object to the Recommended Decision may be construed by the Dean as Respondent's agreement with Recommended Decision. The Dean may review the entire record presented to the Hearing Panel as part of his/her review.

b. The Dean shall make a non-reviewable Final Decision, giving appropriate deference to the factual findings of the Hearing Panel; provided, however, the Dean has the authority to reject or revise the

Recommended and/or sanctions of the Hearing Panel, and, if necessary, to remand the matter to the Hearing Panel to consider additional evidence or to cure a material procedural error. If the Hearing Panel has not recommended a sanction, the Dean shall make that decision. The Dean may seek the input of any relevant faculty member, student, or administrator before deciding a sanction. The Dean shall issue a Final Decision within a reasonable time and receipt of the Recommended Decision of the Hearing Panel.

c. The Dean shall send his/her Final Decision in writing to the Respondent, Discipline Committee, Associate Dean for Academic Affairs and, as appropriate, any other member of the law school community who has a legitimate interest in knowing the Final Decision.

Effect and Disclosure of Disciplinary Decision

a. The Dean or Associate Dean for Academic Affairs may publish a written summary of the charge and Final Decision to faculty, students, and/or administrators. In such event the names of the Complainant and Respondent shall not be disclosed.

b. The law school reserves the right to (i) make full disclosure about disciplinary charges and findings to administrators, trustees, faculty, staff, and students (including all Disciplinary Committee Members) who need to know to process any disciplinary charge and disposition; (ii) advise all or select administrators, trustees, faculty members, students, and media of the charges, process, and disposition of a disciplinary matter without disclosing the name of the Respondent; (iii) make full disclosure in the context of any litigation involving or relating to a disciplinary matter; (iv) make full disclosure in response to legal process.

c. Any charge, resolution, stipulated disposition, Final Decision and sanction shall be placed and retained in a student's official law school file. Any suspension from attending school, expulsion or revocation of a degree for disciplinary reasons shall be recorded on a student's transcript. Further, the law school will respond truthfully to questions or other inquiries from other law schools, educational institutions, courts, bar admission committees, employers or other parties who have a legitimate interest in learning about any disciplinary charges, findings, and sanctions involving a student or former student and, in that respect, will respond truthfully to questions about allegations of dishonesty, character, or disciplinary proceedings brought against a student or former student.

Student Complaints Policy

Compliance with ABA Accreditation Standards

Reporting a Complaint

The John Marshall Law School wishes to hear any student questions or concerns about significant problems you may have that directly implicate the Law School's compliance with the ABA's Accreditation Standards. Any student having such a question or concern should submit a written complaint to the Associate Dean for Admission and Student Affairs as soon as possible, but in no event later than 30 days after the occurrence of the subject of the written complaint.

Your complaint must be filed and submitted online through the “Student Complaints – Compliance with ABA Accreditation Standards” form available on the Student Resources page on the Law School website or through the following link:

<http://www.jmls.edu/students/handbook/aba-complaint-form.asp>.

When you file and submit a complaint, you must provide your: full name, official law school e-mail address, telephone number, and street address, for further communication about the complaint.

The John Marshall Law School is accredited by the American Bar Association. Your complaint must identify the specific ABA Accreditation Standard at issue. The ABA standards can be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

Your complaint should describe in detail the behavior, program, process, or other matter that is the subject of your complaint.

Resolving the Complaint

When a formal written complaint has been made, the Associate Dean for Student Affairs and Admission shall investigate and attempt to resolve the complaint as soon as possible. The Associate Dean for Student Affairs and Admission shall respond to the complaint no later than 30 days after the filing of the written complaint.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions to the complainant.

Appeal Process

If a complainant is dissatisfied with the response or outcome, that individual has the right to appeal the decision. The complainant should submit a written appeal to the Dean no later than 7 days from the date of the original response. The Dean shall respond to the appeal no later than 21 days after the filing of the written appeal. The Dean’s decision shall be final.

Maintaining a Written Record of the Complaint

A copy of all complaints and a summary of the resolution of the complaint shall be maintained in the Office of the Associate Dean for Student Affairs and Admission for up to eight years from the date of final resolution of the complaint.

Protection Against Retaliation

The Law School will not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.

Other complaints

This policy does not alter other complaint procedures which the law school provides for in other policy statements and procedures. You may find them in the Student Handbook.

Protection from Discrimination and Harassment Policy

The Law School has been embracing diversity and equal opportunity since its founding in 1899. Our founders believed that a legal education should be available to any qualified person regardless of their economic station in life, or their “racial origin, sex, color or religious affiliation.” That tradition continues.

It is the policy of The John Marshall Law School (“JMLS” or the “Law School”) to provide an educational environment for our students free from sexual discrimination, harassment and sexual violence and from discrimination and harassment based on race, color, sex, religion, national origin, ancestry, age, disability, sexual orientation and gender identity. This policy applies to all aspects of the educational process including academic and extracurricular activities.

Discrimination and Harassment Is Prohibited.

The Law School does not tolerate discrimination against any student based on his or her race, color, sex, religion, national origin, ancestry, age, disability, sexual orientation and gender identity. This policy applies to all aspects of the educational environment including admissions, educational programs and services and extracurricular activities.

Civility and professionalism are not only requirements of our profession but are critical to the success of a vibrant educational environment. The Law School will not tolerate conduct that objectively and subjectively limits or interferes with a student’s ability to participate in or benefit from the Law School’s programs because of the student’s race, color, sex, religion, national origin, ancestry, age, disability, sexual orientation and gender identity. Harassment can consist of words or conduct. Although freedom of expression is vital to the educational process, it does not excuse harassment targeted at specific persons or groups because of characteristics not relevant to the Law School’s educational mission.

Sexual Harassment and Sexual Assault.

An essential element of this policy is the prohibition against offensive, disrespectful, demeaning, or violent behaviors and/or communications because of a student’s gender or that is sexual in nature or context. Prohibited behaviors include, but are not limited to:

Making unwelcome sexual advances or requests for sexual favors.

Engaging in offensive or violent verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from an educational activity, or it creates a hostile educational environment.

Explicitly or implicitly conditioning a student’s participation in an educational program or activity, or basing an educational decision on a student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Prohibited behaviors can be verbal, non-verbal, or physical. This policy applies to behavior that occurs on- or off-campus, if the behavior interferes with or limits a student's ability to participate in, or benefit from, school programs. Examples of prohibited verbal behaviors include, but are not limited to, unwelcome sexual innuendo, gender stereotyping, sexual propositions and comments, insults, threats, and jokes about gender-specific traits including through electronic media. Examples of prohibited non-verbal behaviors include, but are not limited to, unwelcome sexually suggestive or insulting noises, obscene gestures and display of sexually suggestive objects or pictures. Examples of prohibited physical behaviors include, but are not limited to, stalking, physical aggression, unwelcome touching, coercive sexual contact, intimate partner violence and sexual assault.

This policy prohibits the conduct described herein whether or not it violates Title IX of the Education Amendments of 1972.

Application to all Members of the Law School Community

This policy prohibits all students, employees, and faculty from engaging in behaviors that violate this policy and protects all students from such behavior by other students, employees, faculty, or third persons. The Law School is committed to taking prompt and effective action when it knows or has reason to know that a violation of this policy may have occurred.

Policy Coordinator

The Associate Dean for Student Affairs shall be responsible for the administration of this policy.

Making a Complaint

A student, employee or faculty member may submit a complaint or report a violation of this policy by:

- 1) Calling the JMLS Harassment Prevention Hotline at 312.427.2737 x506
- 2) Contacting the Associate Dean for Student Affairs or
- 2) Contacting any dean or faculty member.

Reports of offensive behaviors inconsistent with this policy should be made promptly after the alleged policy violation occurs. The submission of an internal report does not preclude the complainant from seeking relief elsewhere.

Any faculty member, administrator and manager who knows or has reason to believe that a violation of this policy has occurred has an obligation to report the matter to the Associate Dean for Student Affairs, whether or not the victim has complained.

Once a report or complaint has been made, the individual receiving the report or complaint should advise the Associate Dean for Student Affairs. The Policy Coordinator will have responsibility for processing the report or complaint as described below.

The Law School shall inform an alleged victim of the right to file a criminal complaint or police report in cases of sexual violence. However, the Law School shall not wait for a criminal or other external investigation to conclude before taking immediate steps to protect the victim or, absent special circumstances, to conduct an investigation under this policy.

Confidentiality

The Law School shall take reasonable measures to maintain the confidentiality of information obtained during the processing of a report or complaint and shall make disclosures only on a need to know

basis. The Law School will attempt to protect the identity of the alleged victim and witnesses. However, the Law School cannot guarantee anonymity or confidentiality and may make disclosures as necessary to conduct a full and fair investigation.

Informal Processing

The Associate Dean for Student Affairs will consult with the alleged victim to determine whether the matter initially can be handled through informal processes. The informal process may consist of mediation, counseling or other efforts by the Law School to resolve the matter to the satisfaction of the alleged victim. In no event will a student victim be required to work out a problem directly with the alleged perpetrator without participation by a representative of the Law School. Informal processing shall never be appropriate in cases involving allegations of sexual violence. The alleged victim should be made aware of the option to request formal processing at any time. If the matter is resolved during informal processing, a report containing the allegations and disposition shall be made and maintained by the Associate Dean for Student Affairs.

Formal Processing and Investigation

If informal processing is not successful or appropriate, the matter will be formally processed. The Associate Dean for Student Affairs shall be responsible for the process. The Associate Dean for Student Affairs or his/her designee should interview the alleged victim and obtain as much detail as possible concerning the alleged policy violation. The alleged victim may be asked to provide a written statement but a written complaint or statement is not required to proceed.

The scope and method of the investigation will be at the discretion of the Associate Dean for Student Affairs. Either the Associate Dean for Student Affairs or his/her designee may conduct the investigation so long as the investigator is neutral and has no conflict of interest. Both the alleged victim and perpetrator will be afforded an equal opportunity to identify relevant witnesses and provide evidence to the investigator. Under no circumstances shall the alleged perpetrator be permitted to question directly the alleged victim. The investigator shall attempt to complete his/her investigation within 60 days following receipt of a report or complaint, although additional time may be required for good reason. Interested parties may be represented by counsel but counsel may not attend investigatory interviews and the parties are expected to cooperate with the investigation and speak for themselves.

The investigator will determine whether there is a preponderance of evidence to find a policy violation. If so, the investigator, in consultation with the Associate Dean for Student Affairs and other appropriate persons (e.g., any dean, security), shall make recommendations to remediate the situation including, as appropriate, the initiation of additional proceedings against a student perpetrator under the Student Code of Conduct and Student Disciplinary Proceedings or against a faculty perpetrator under the Tenure and Promotion Policy as provided herein; providing an escort for the victim; separating the victim and perpetrator; providing counseling services; providing academic support services; and allowing a student to retake a course or withdraw from a class without penalty. The investigator shall prepare a written report of his/her findings and recommendations and shall inform the alleged victim and perpetrator in written summary form of the findings and recommendations including any remedial measures being recommended.

Either party may appeal the findings or recommendations to the Dean within seven calendar days. The Dean (or designee) may review the investigatory file, determine whether additional investigation is necessary and/or whether other or additional remedial measures are appropriate. The Dean shall complete his/her review and shall issue a final decision within 30 days.

Interim Measures

The Law School may take whatever interim measures it deems appropriate to protect an alleged victim or witnesses as soon as a report or complaint is received. Such measures may include prohibiting the alleged perpetrator to have any contact with the victim or witnesses and/or denying on-campus access to the alleged perpetrator. The alleged victim should be informed immediately of the Law School's policy against retaliation and told that any form of retaliation should be promptly reported to the Associate Dean for Student Affairs.

Coordination with Other Policies

Any disciplinary or other corrective action taken against a student for violation of this policy shall not be subject to review or approval under the Rules for Student Disciplinary Proceedings unless the recommended disciplinary action is the permanent expulsion or dismissal of a student from the Law School. In that event the student may request review by a Hearing Panel within 15 days after being informed of the School's intent to permanently expel or dismiss the student. The Hearing Panel shall be constituted under Section E.1 of the Rules for Student Disciplinary Proceedings. The sole issue for the Hearing Panel shall be whether the student should be expelled or dismissed from the Law School. The Associate Dean for Student Affairs or his designee shall provide the Hearing Panel with the investigatory findings and recommendations and shall make a presentation to the Hearing Panel. The student facing expulsion or dismissal shall have an opportunity to be heard. The Chair of the Hearing Panel shall decide in his/her sole discretion whether to hear any other witnesses or evidence and shall decide all procedural issues, with a view toward protecting the victim from embarrassment, loss of privacy and humiliation. In no event shall there be any examination or cross-examination of any witnesses by the alleged perpetrator or his/her counsel. The Hearing Panel shall not have authority to rescind any remedial action taken under this policy. The Hearing Panel shall not include any person who participated in the investigation under this policy; provided, however, that the Dean shall retain authority to review the Hearing Panel's recommendation and to make the final decision.

The Law School reserves the right to take any appropriate disciplinary action including termination against an employee who violates this policy; provided, however, that a disciplinary action taken against a tenured faculty member for violation of this policy may be reviewed under Articles Seven, Eight or Nine of the Faculty Tenure and Promotion Policy; provided, further, that any remedial action intended to protect the victim or prevent further violation of this policy shall not be subject to review.

Non-Retaliation

It is a violation of this policy for any member of the Law School community to retaliate against a person who makes a good faith report or complaint under this policy, or who participates in good faith in an investigation. The Law School shall respond to allegations of retaliation in accordance with the procedures contained in this policy.

Dissemination

This policy shall be published in the Student Handbook, posted in areas where all persons may review it, including the Law School's Intranet site, and obtained upon request from any dean, department head, or supervisor.

Drug and Alcohol Abuse Policy

It is the policy of The John Marshall Law School to create a drug-free environment in keeping with the spirit and intent of the Drug-Free Schools and Communities Act. The unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs and alcohol on the law school premises or while

engaged in the law school's business off premises is strictly prohibited. The illegal use of drugs does not include the use of a drug taken under the supervision of a licensed health care professional or other uses authorized by law. The illegal use of drugs and alcohol is inconsistent with the behavior expected of employees and students, subjects all employees, students and visitors to unacceptable safety risks, and undermines the law school's ability to operate effectively and efficiently. Compliance with the standards of conduct described above is mandatory. The legal consequences of drug abuse and dealing are substantial. With respect to drug dealing, the penalties range from a Class B misdemeanor to a Class 2 felony for any person convicted of dealing cannabis, depending on the amount involved. Fines of up to \$100,000 may be imposed. Depending on the amount and type involved, the penalties for dealing controlled substances range from a Class 3 felony to a Class X felony. Fines of up to \$500,000 may be imposed. With respect to drug possession, possession of any substance containing cannabis can range from a Class C misdemeanor to a Class 3 felony. Depending on the amount or type of substance involved, the penalties for possessing a controlled or counterfeit substance range from a Class 4 felony to a Class 1 felony. The offenses carry a maximum prison sentence of 50 years and a fine of up to \$200,000 or the full street value of the substance, whichever is greater.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol consumption in even low doses causes a number of marked changes in behavior. Repeated use of alcohol can lead to dependence. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and liver.

To educate employees and students on the dangers of drug abuse, the law school has established a drug-awareness program. As part of the law school's program, materials are periodically made available to all employees and students, describing the dangers of drug and alcohol abuse, the law school's policy regarding drugs and alcohol, and the availability of counseling. The law school will impose disciplinary sanctions consistent with local, state and federal laws on students and employees who violate the standards of conduct outlined above. Students who violate rules prohibiting illicit drug and alcohol possession or distribution are subject to expulsion. Employees who violate any aspect of this policy are subject to dismissal. At its discretion, the law school may require employees or students who violate this policy as a condition of remaining employed by or enrolled in any law school program to successfully complete a drug-abuse assistance or rehabilitation program. Sanctions under the Act may also include referral to appropriate authorities for prosecution. The Associate Dean for Academic Services is responsible for enforcement of the law school's Drug and Alcohol abuse policy.

Campus Crime and Security Policy

Pursuant to 20 United States Code section 1092(f), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," and the Code of Federal Regulations (CFR) and the Higher Education Opportunity Act of 2008 each institution of higher education in the United States which participates in federal student aid programs must produce and distribute an annual security report containing crime statistics and statements of security policy.

The John Marshall Law School (JMLS) Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by JMLS; and on public property within, or immediately adjacent to and accessible from, the campus. This report is made available to all students, faculty, staff and guest of JMLS

The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, evacuation in the event of building emergencies and other matters. You can obtain a copy of this report by contacting the JMLS Campus Safety and Security Director, Ali Haleem at ahaleem@jmls.edu, 312-427-2737 ext 339 or by visiting the Campus Security webpage off the main site of JMLS and downloading the report.

During the hours that the law school is open, each one of the three (3) security desks are staffed with highly experienced and trained security professionals. Any individual who witnesses a crime or suspects that a crime has been committed should report the matter to the JMLS Campus Safety and Security Department by dialing extension 501 from any on campus house phone or dial 312-427-2737 ext 501 from any cell phone. The JMLS Campus Safety and Security Department will contact the proper authorities should such an action be deemed necessary by the administration.

An important aspect of the law school’s security program is the strict enforcement of the local and federal laws regarding the possession, use, or sale of illegal drugs on the law school premises. In that regard, the law school will pursue disciplinary or other legal measures where an individual has been found to have possessed, used or sold illegal drugs or to have engaged in the unauthorized consumption of alcohol on the school premises. Please refer to the law school’s posted policy on Drug and Alcohol Abuse. The law school has been reporting statistics related to the occurrence on campus of the crimes of murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft since July 1, 1993.

Campus Crime Report

In compliance with the Act, the law school makes the following disclosures:

Incidents	2010	2011	2012
Murder	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	2
Motor-vehicle theft	0	0	0
Arrests			
Liquor-law violations	0	0	0
Drug-law violations	0	0	0
Weapon violations	0	0	0

As of March 7, 2013 The John Marshall Law School will begin to report crime statistics in accordance to the amendments to the Jeanne Clery Act and Campus Sexual Violence Elimination Act or Campus SaVE Act, itself enacted as part of the Violence Against Women Reauthorization Act of 2013. The new reporting will consist of Criminal Homicide (murder and non-negligent manslaughter), Sex Offenses-forcible (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling), Sex Offenses-non-forcible (incest, statutory rape), Robbery, Aggravated assault, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes (race, gender, sexual orientation, ethnicity, disability), Larceny, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property, Drug/Narcotic Violations, Liquor Law Violations and Weapons: Carrying, Possessing, etc annually.

The Department of Education required definitions of reportable Clery Crimes are as follows:

1.Clery Act Reportable Crimes

- **Criminal Homicide (Murder)**-The willful (non-negligent) killing of a person by another.
- **Criminal Homicide (Manslaughter)**-The killing of another person through gross negligence.
- **Sex Offense (Forcible)**-Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or youth. Includes attempts.
 - A. Forcible Rape—carnal knowledge of a person
 - B. Forcible Sodomy—oral or anal sexual intercourse with another person
 - C. Sexual Assault with an Object—the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person
 - D. Forcible Fondling—the touching of the private body parts of another person for the purpose of sexual gratification
- **Sex Offense (Non-forcible)**-Any unlawful, but consensual sex act with another person. Includes attempts.
 - A. Incest—non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - B. Statutory rape—non-forcible sexual intercourse with a person who is under age 18
- **Robbery**-The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
- **Aggravated Assault**-An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated injury. This type of assault usually involves the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
- **Burglary**-The unlawful entry of a structure to commit a felony or a theft. This definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
- **Motor Vehicle Theft**-The theft or attempted theft of a motor vehicle. Includes cases where vehicle is taken by persons not having lawful access even though the vehicle is later abandoned.
- **Arson**-Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

2. Clery Act Reportable Hate Crimes

- With regard to (a) each of the crimes listed above and (b) any other crime involving bodily injury we must report, by category of prejudice, each such crime that manifests evidence that the victim was intentionally selected because of the victim's actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. The hate standard is met based on evidence of the motivation of the perpetrator to select the victim or the crime, not the victim's perception.

- **Larceny (Theft)**-The unlawful taking, carrying, leading, or riding away of property (except the theft of a motor vehicle) from the possession or constructive possession of another. Attempts are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple Assault**-An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.
- **Intimidation**-To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property**-To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

3.Clery Act Reportable Arrests or Referrals

- **Drug/Narcotic Violations**-The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Liquor Law Violations**-The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Weapons: Carrying, Possessing, Etc.**-The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

School Closings/Emergency Notification Policy

Closings will be announced on CBS, NBC, WGN and Fox television station.

The John Marshall Law School has also adopted a **MANDATORY REGISTRATION** of all students, faculty and staff into our Emergency Notification System [ENS]. The ENS system gives you emergency notification of urgent John Marshall community notices in real time. Once a student signs up for ENS, the school can text the student's cell phone with timely information about emergencies. Students can also receive urgent voicemails to their cell phone through ENS. Additionally students can opt to receive these alerts via e-mail. These alerts would be of a critical nature only. The nature of the alerts is listed below:

- Emergency Broadcasts
- Terrorist Alerts
- Weather Advisories
- School Closings
- All-Points-Bulletin (APB)
- Building Evacuations
- Shelter-in-Place crisis situations such as an Active Shooter on campus
- Campus Lockdown
- Critical Timely Warnings

Safety Policy

Emergency Evacuation Guide

The purpose of this document is to describe the procedure for the safe evacuation of The John Marshall Law School facility in the case of an emergency. This is accomplished by everyone learning how to exit the building quickly and calmly, ensuring unobstructed exit paths, appropriate emergency lighting, prompt evacuation, allowing immediate access for emergency response personnel and identifying designated personnel to assist in the evacuation.

Background

It is the policy of the law school to take reasonable steps to protect the safety and health of every student, faculty, staff, contractor, guest, and visitor. Evacuation of the building may be required for a number of reasons including fire or smoke, utility failure, chemical spill, explosion, bomb threat, or gas leak. This plan describes the evacuation procedures for the John Marshall buildings and the responsibilities of all personnel involved in the evacuation.

The John Marshall Law School has a Fire Safety Plan, smoke detectors, fire extinguishers, alarm pull stations, and evacuation routes. Scheduled building evacuation drills will be held twice per year.

Evacuation Guide – Fire

In case of fire on campus, dial 9-911, then security at ext. 501.

Stay calm, keep others calm.

1. Learn the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them. Fire extinguishers are usually near the elevators or stairwells.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department (9-911) and security (ext. 501). Then pull the fire extinguisher from the wall and promptly direct its discharge at the base of the flame, sweeping back and forth. Begin at a safe distance (6-8 feet), and never let a fire get between you and your exit. Even if you are able to completely extinguish a fire, the fire department still needs to be notified for an inspection.
3. If an emergency exists, activate the building alarm.
4. For large fires that do not appear controllable, IMMEDIATELY notify the fire department by calling 9-911. Give the address of the building you are in on campus which could be as follows: (State Street building is 304 South State Street, Plymouth Court building is 315 South Plymouth Court, the Veterans Legal Clinic is 19 West Jackson Boulevard and the Chicago Bar Association building is 321 South Plymouth Court), the floor you are on and nature of the emergency. Do not enter a room with fire; close all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS. Pull the fire alarm if the alarm is not already going off.
5. If you hear the building alarm, or are instructed to evacuate, walk quickly to the nearest marked exit and alert others to do the same.
6. In-class faculty members are responsible for directing students to the nearest exit and confirming that all students have exited. If you are not in a classroom when an alarm sounds, evacuate the building via the nearest interior staircase. Fire drills will be conducted semiannually; to help building occupants learn their escape routes. Evacuation maps are posted near the elevator lobbies on each floor.
7. **ONLY USE THE EXTERIOR FIRE ESCAPE IF ALL INTERIOR ESCAPE ROUTES ARE BLOCKED BY SMOKE OR FLAME.**
8. Remember that elevators are reserved for disabled persons. DO NOT USE AN ELEVATOR IN CASE OF FIRE. STAY CALM. KEEP OTHERS CALM. Many building occupants do not recognize their own need for assistance. Encourage your friends and colleagues to identify themselves, if you think they may need specific assistance during an emergency. Let people know that while self-identification is voluntary, you can ask that the information be kept confidential and that it only be shared with those who have responsibilities for emergency response.
9. Once outside, move to the designated meeting area, which is Pritzker Park located south of the school.

10. Follow the directions of faculty and Campus Safety and Security Emergency Response Team members until you are outside and at the meeting point.

11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized school official.

**Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.*

Utility Failure

In the event of any building-wide loss of power or water, all students, faculty, and staff are to evacuate the law school immediately and efficiently.

Use the interior stairs to evacuate the building. If you hear someone trapped in an elevator, please inform security as soon as possible. Ask persons who are disabled how you can best assist them in the evacuation.

In the event of a power loss, emergency lighting will provide sufficient illumination in corridors and stairs for safe exiting for a short time, though elevators will not function. Everyone must evacuate the law school if a power loss occurs.

Once outside, move south to the alley area between the parking garage and the park (the designated area). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an authorized school official. Information about the evacuation and possibility of reentering the building will be announced in the designated area.

SHELTER-IN-PLACE--ACTIVE SHOOTER

An active shooter is defined as an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

If you are involved in a situation where someone has entered the law school and started shooting, the following is a list of actions that can be taken. Please note that an active shooter is very unpredictable. The below guidelines are merely recommendations that are based on past encounters of this kind. You may have to alter some of these suggestions, depending on the given situation.

1. Exit the building immediately.
2. On your way out of the building, inform anyone along your path to exit the building.
3. Notify John Marshall Security.
4. **DO NOT** gather near the buildings, but walk to a location out of the shooter's range.
5. Call **911** and be prepared to give them the following information to the best of your ability:

- Your name
- Location of the incident (address, organization, floor, etc.)
- Number of shooters
- Identification of shooters (name, description, gender, weapon type)
- Building population
- Your present location
- Number of victims

If you are directly involved in the incident and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office that can be locked from the inside
- Close and lock the door
- Turn off the lights
- Cover the door windows
- Keep quiet, remain out of sight, and act as if no one is in the room
- **DO NOT** answer the door until you are sure the situation is safe
- Notify Law Enforcement by dialing **911** and or The John Marshall Law School Security at **312.427.2737 ext. 501**

SHELTER-IN-PLACE—ENVIRONMENTAL

An environmental shelter-in-place is a procedure where the entire building population is moved to a single or multiple location(s) in a building. This is most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

Procedures

- Stay inside your building, or immediately go into the nearest building
- Close all windows
- Immediately go to an area inside the building, away from exterior walls and windows
- Await further instructions from emergency personnel
- **DO NOT** evacuate the building until you receive an "all clear" from emergency personnel

MEDICAL EMERGENCY:

In the event of an emergency medical incident or illness to faculty, staff, student, or visitor in your office area, try to ascertain as much information about the injury and injured person as possible.

1. Do not attempt to move the person if they have fallen.
2. Keep the victim warm and comfortable.
3. **Call 9-911** to request an ambulance.
4. Give this information to dispatcher:

- Building address – 304 S, State Street (State Street Building), 315 S. Plymouth Ct (Plymouth Building), 19 W. Jackson (Veterans Clinic), or 321 S Plymouth (CBA Building)
 - Floor of building and location of emergency on floor
 - Any details about the medical emergency or illness
 - Injured person’s name, Date of Birth or Age, Conscious and Coherent (yes or no)
5. Notify **Security at ext. 501.**
 6. Comfort the victim and reassure them that medical assistance is on the way.
 7. Be aware of hazards associated with Blood borne Pathogens. Do not come into contact with bodily fluids.
 8. After the victim’s immediate needs have been taken care of, remain to assist security/medical services with pertinent information about the incident.
 9. Notify victim’s supervisor.

FIRST AID/CPR/AED

The security desks located at 304 S State, 315 S Plymouth Ct and 19 W Jackson have all been recently equipped with level one (1) first responder medical bags and Reviver AED’s. Each desk is set to administer first aid at the desk or security personnel can respond to your location if needed by dialing extensions 501 or 507. Please give the security personnel your location, nature of the injury, your name, if emergency medical attention is required, or what type of first aid is needed. Each security member has undergone training and is certified as first aid responders/CPR/AED administrators.

SAFETY TIPS FOR THE JMLS COMMUNITY

JMLS is committed to providing a safe and secure learning, working, and living environment to its community. Because JMLS is an urban campus, it is important for students, faculty, and staff to keep the following safety tips in mind when traveling through the city of Chicago.

- When you are alone, avoid wearing headphones, try not to be engrossed in reading, and avoid talking on your cellular telephone for long periods of time.
- Carry wallets in a coat or front pants pocket.
- If someone tries to rob you, give up your property—don't give up yourself. Don't struggle with an offender unless it's absolutely necessary.
- Report crime immediately. If a crime goes unreported:
 - The assailant cannot be caught.
 - Criminals are allowed to operate without interference.

Not reporting a crime allows the criminals to commit more crimes against other people. Whether you are a victim or a witness, call the police at 911. Give as complete a description as possible, as soon as possible. Write it down! You may not remember it when you need it. Make

notes about the offender's height, weight, sex, age, race, distinguishing marks and clothing. Get witnesses if you can.

TO REPORT A CRIME OR AN EMERGENCY ON CAMPUS:

Find the nearest house phone throughout the campus property and dial extension 501 this will take you directly to the State Street Security Desk. From your cell phone dial 312-427-2737 then enter extension 501.

Weapons Policy

I. Statement of Purpose

The John Marshall Law School ("JMLS") hereby establishes the JMLS Weapons Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations. JMLS is committed to providing a safe and secure environment for the JMLS community and its visitors by prohibiting the possession of firearms and other weapons on the JMLS Campus.

II. Persons Covered by this Policy

- a. This Policy applies to all faculty, staff, students, vendors, and visitors to the JMLS Campus as defined in this Policy. Visitors include prospective and former students, family members, visiting students and faculty and attendees at JMLS sponsored or hosted ceremonies, seminars, competitions and conferences.

III. Prohibited Activities

- a. Weapons or Firearms
 - i. "Campus" includes the JMLS 304 South State Street building, the JMLS 315 South Plymouth Court building, the JMLS 19 West Jackson building, 55 East Jackson 10th floor premises, the 321 South Plymouth Court Chicago Bar Association Building floors 8, 9, 10, 11, 14, 15, 16, 17 and any other real property owned, leased or controlled by JMLS, where JMLS provides, sponsors or hosts programs, meetings, activities or classes. "Campus" includes motor vehicles owned, leased or controlled by JMLS.
 - ii. JMLS maintains a Weapons Free Campus. It is the policy of JMLS to prohibit any person:
 1. From possessing a weapon or firearm (concealed or otherwise) on Campus unless the individual is specifically authorized by federal or state law or receives advance written consent of the Manager of Campus Security for JMLS.
 2. From displaying, brandishing, discharging or otherwise using any weapon or firearm on Campus.

IV. Exceptions

- a. This Policy does not apply to (i) law enforcement officers who are required to carry a weapon or firearm as a condition of his or her employment, (ii) external government agency officers required to carry a weapon or firearm while conducting official business at JMLS, (iii) and retired law enforcement personnel with valid Retired Officer Carry Cards.

V. Enforcement

- a. Any person (including students and employees) who violates this Policy will be required to leave Campus and may be permanently banned from Campus and/or referred to law enforcement for arrest and prosecution.
- b. Any student who violates this Policy is subject to discipline including expulsion.
- c. Any employee who violates this Policy is subject to discipline including termination.

VI. Distribution of Information Regarding Policy

- a. The Administration and the Manager of Campus Security are responsible for the development and distribution of information regarding this Policy to the JMLS community, media and public.

VII. Definitions

- a. A “firearm” is defined as a loaded or unloaded handgun and a “handgun” is defined as any device designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas and to be held and fired by the use of a single hand.
- b. A “weapon” is defined as (i) any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2 including but not limited to machine or other automatic weapons, guns, rifles, shotguns, BB/pellet gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device, (ii) any replica of the foregoing, (iii) any explosive device including but not limited to firecrackers and black powder, and (iv) any device that is designed or traditionally used to inflict harm including but not limited to a bow and arrow, a knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knife, dagger, razor or other cutting instrument in which the blade is exposed.

VIII. Campus Safety and Security Department

- a. The Campus Safety and Security Department will be responsible for the development of procedures and protocols for confiscation of weapons and firearms.
- b. The Manager of Campus Security will post and maintain signs at all building entrances indicating that concealed firearms are prohibited. Signs shall comport with the design approved by the Illinois State Police.

- c. The approved 2013 Illinois State Police sign to be posted in compliance with the Illinois Firearm Concealed Carry Act 430 ILCS 66/65:



Sexual Assault, Relationship Violence, and Stalking Policy

In accord with the federal law entitled Campus Sexual Violence Elimination Act, or Campus SaVE Act, enacted as part of the Violence Against Women Reauthorization Act of 2013, The John Marshall Law School (JMLS) adopts the following policy.

Sexual Assault, Relationship Violence (including Domestic Violence and Dating Violence) and Stalking are unacceptable and are not tolerated at JMLS. Retaliation, as defined below, is also prohibited.

JMLS encourages anyone who has been subjected to Sexual Assault, Relationship Violence and/or Stalking to seek appropriate treatment and to report the incident promptly to the police and/or JMLS officials. JMLS has professional staff that will assist student victims in obtaining help, including immediate medical care, counseling and other essential services. Specific policies, methods for reporting and seeking treatment, and resources are described below.

If the alleged offender is a member of the JMLS community, JMLS will take prompt action to investigate and, where appropriate, to impose sanctions. Students, Faculty and Staff who violate school policy are subject to Code of Conduct Procedures and may also be the subject of a criminal prosecution and/or a civil lawsuit. Procedures applicable to staff are found in the Employee Guidelines and procedures applicable to faculty are found in the Faculty Policy.

I. Definitions

Sexual Assault is any touching, fondling, or penetration by the accused, either directly or through the clothing, of the person's breasts, anal or genital areas, or other intimate parts,

without **Affirmative Consent**, as defined below. Sexual Assault is an extreme form of sexual harassment. See Policy on Discrimination, Harassment, and Retaliation in the Student, Faculty, and Staff Handbooks.

Affirmative Consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual interactions. Consent to sexual activities must be freely given and must be clearly and unambiguously expressed, by word or actions. Silence, lack of protest, manner of dress, or an existing or prior relationship between the individuals does not necessarily indicate that consent has been given. Intoxication of the alleged offender is not a defense to sexual assault. See also the definition of consent under Illinois law 720 ILCS 5/11-1.70.

A person cannot give consent if they are underage (in Illinois, the age of consent is **17**), incapacitated by drugs or alcohol, or temporarily or permanently mentally or physically unable to do so. If a person is asleep, drunk, or under the influence of drugs, that person cannot give consent and a sexual act with that person would constitute sexual assault.

The following points are important aspects of affirmative consent:

- Consent must be ongoing throughout a sexual encounter and can be revoked at any time;
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect;
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent;
- Silence alone (absent a non-verbal action clearly demonstrating consent) is not considered consent. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary;
- Affirmative consent can never be given by minors, mentally disabled individuals, or incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. Engaging in sexual activity with a person whom you know or reasonably should know to be incapacitated constitutes sexual assault;
- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Relationship Violence is a pattern of physical, emotional, verbal and/or sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Relationship Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person. Relationship Violence includes both Domestic Violence and Dating Violence.

Domestic Violence is Relationship Violence that occurs in the context of a family, roommate or caretaker relationship.

Dating Violence is Relationship Violence that occurs between individuals who are in, or have been in, a romantic or intimate relationship.

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer emotional distress.

Retaliation against anyone reporting, participating in, or thought to have reported or participated in, an allegation or investigation regarding Sexual Assault, Relationship Violence or Stalking is also prohibited. Retaliation will be treated as a violation of this policy regardless of whether any report of Sexual Assault, Relationship Violence or Stalking is substantiated. Retaliation is defined as any adverse or negative action against an individual because that individual has:

- Complained about Sexual Assault, Relationship Violence or Stalking;
- Participated as a party or witness in an investigation related to such allegations; or
- Participated as a party or witness in a proceeding related to such allegations.

Knowingly false accusations are prohibited and will be treated as violations of this policy. Submission of a good faith complaint or report of Sexual Assault, Relationship Violence or Stalking that turns out to be unsubstantiated is not a violation of the policy.

Intoxication/Drug Protection: JMLS will not find a student responsible for violating the JMLS Rules of Conduct if they are sexually assaulted while under the influence of alcohol or other drugs. JMLS may provide referrals to counseling and may require educational options, rather than pursue conduct proceedings, in such cases. Excluded from this protection are all students accused of encouraging or voluntarily participating in the assault/sexual assault.

II. Reporting

Victims of Sexual Assault, Relationship Violence and/or Stalking are encouraged to report these incidents to the police by dialing 911 or to seek immediate assistance by going to a local emergency room. Another non-school resource is the Rape Crisis Hotline 888.293.2080. (See “What to Do if you are the Victim of Sexual Assault” for more information).

Victims are also encouraged to report these incidents to Campus Safety and Security Department or the Associate Dean of Student Affairs. A JMLS staff member will offer to accompany a student to a medical facility or to speak to the police.

Although JMLS encourages all members of its community to report any incidents of Sexual Assault, Relationship Violence and/or Stalking to the police, it is the victim’s choice whether to make a report and victims can decline involvement with the police.

JMLS does not publicize the name of crime victims nor does it include identifiable information in the Campus Security’s Daily Crime Log.

III. Assistance in the Event of Sexual Assault, Relationship Violence or Stalking

Regardless of whether the student chooses to make a report to the police, JMLS will work with students to provide the assistance (if these measures are requested and are reasonably available), including, but not limited to:

- Change in academic class schedule;
- Change in on-campus working situation
- No-contact instruction if the alleged offender is a student, faculty or staff member at JMLS.
- Additional security measures while on campus
- Additional security measures when arriving and leaving campus such as escort services
- Working with other institutions if the offender is an employee or student at another institution or organization

These measures may be applied to one, both, or multiple parties involved.

Students may request that directory information on file be removed from public sources by submitting a written request to JMLS's Office of Registration and Records.

IV. JMLS Complaint Process

This section of the policy sets forth an internal administrative policy to address Sexual Assault, Relationship Violence and/or Stalking alleged to have been committed by a member of the JMLS community. It is not a legal proceeding. This process can take place before, during or after criminal and/or civil proceedings related to the same incident.

As noted above in "Reporting", members of the JMLS community are urged to promptly report Sexual Assault, Relationship Violence and/or Stalking. If the alleged offender is a member of the JMLS community, the victim will be informed of JMLS's policy prohibiting such behavior and of their right to pursue a complaint pursuant to this JMLS policy. Under some circumstances, the School may decide to pursue an investigation into the reported conduct if it decides the safety of the community is at risk. The School will inform the victim should it make that decision. If the victim does not inform JMLS of the name of the alleged offender, the School's ability to investigate and take appropriate action will be limited.

A. Review of Complaint

All complaints of Sexual Assault, Relationship Violence and/or Stalking will be investigated as promptly as possible with a goal of completing the investigation within 60 days. The administrator responsible for the prompt investigation and appropriate resolution will depend on the status of the alleged offender. If the alleged offender is a:

- Student, the Associate Dean of Student Affairs (or designee) shall be responsible for the investigation and resolution;
- Faculty member, the Associate Dean for Academic Affairs (or designee) shall be responsible for the investigation and resolution; and
- Staff member, the Assistant Dean of Human Resources (or designee) shall be responsible for the investigation and resolution.

- Persons involved in the investigation or resolution of complaints of Sexual Assault, Relationship Violence and/or Stalking will receive annual training on these issues.

B. Investigation and Resolution

If the alleged victim is a student, the process for investigating and resolving complaints under the *Student Protection from Discrimination and Harassment Policy* will be used. Please refer to this policy in the JMLS Student Handbook for details regarding these procedures. The standard of proof in all cases is “preponderance of the evidence.”

In some cases, a student may also have a staff position or a teaching assignment or a complaint may involve students, faculty, and/or staff members. These different roles may involve more than one administrator and JMLS administrators may coordinate the investigation and resolution of the complaint. JMLS administrators have the discretion to use an existing review process or to coordinate processes in a manner suited to the particular complaint presented. The complainant and the alleged offender will be advised of the applicable process as well as the outcome of the investigation and resolution.

C. Confidentiality.

A person making a complaint or report under this policy has the right to request that his/her name not be disclosed to the offender or that no investigation ensue. All such requests will be given serious consideration and will be honored to the extent possible so long as the request does not compromise the safety of the victim, other students or the law school community. Further, persons who choose not to disclose information or who request strict confidentiality from the alleged offender or relevant witness should understand that this request may compromise the ability of JMLS to fully investigate a complaint or report.

Whether a person requests confidentiality or not, all persons who make a complaint or provide information under this policy will be protected from retaliation and severe sanctions will be administered against any member of the law school community who retaliates or harms any person who makes a complaint or provides information under this policy.

In all cases, JMLS will maintain the confidentiality of complaints and information provided under this policy by disclosing information only on a strict need to know basis to properly investigate and resolve the matter.

D. Sanctions

In addition to remedial action designed to assist the victim, an offender will be subject to disciplinary sanctions for violating this policy. Sanctions include, if the offender is a student: expulsion; suspension; probation; disciplinary warning; restitution, restricted access, mandatory counseling, or some combination of the foregoing. Sanctions include, if the offender is an employee, termination of employment, suspension; probation; salary reduction; demotion; transfer; disciplinary warning; restitution; restricted access; mandatory counseling, or some combination of the foregoing.

V. Information Regarding Sexual Assault, Relationship Violence and Stalking

A. What to Do if You are the Victim of Sexual Assault

- Get to a safe place as soon as possible.
- To get help, call the police at 911 or if you are on campus, contact Campus Security (312.427.2737 ext. 501 M-Fri 7am-11pm Sat-Sun 8am-10pm) or the Associate Dean of Student Affairs (312.427.2737 ext. 435 during office hours).
- Seek immediate medical attention, preferably at an emergency room. Medical personnel are trained to perform a "rape kit" exam, where they are able to gather evidence while examining the victim to help police and prosecutors find and charge the perpetrator. If you might ever want to report the assault, it is important that you do not shower, change clothes, or clean up in any way before going to the hospital, in order not to disturb any evidence medical staff might be able to collect for the police. Sometimes this process can be easier if you have a trusted friend or victim advocate with you.
- Even if you don't want to report the assault to police right now, it is still important to have a medical exam to make sure you are all right. Sometimes people change their minds and want to report to the police later. Also, in addition to treating injuries, medical personnel can test for pregnancy and whether or not you may have been drugged. They can also give you drugs to reduce your chances of contracting sexually transmitted diseases (STDs) or getting pregnant.
- Try to preserve all evidence. Do not throw away clothes or wash, douche, or change. If you must change clothing, put all clothing you were wearing at the time of the attack in a paper (not a plastic) bag.
- Contact the Rape Crisis Hotline (888-293-2080) or the National Sexual Assault Hotline (800-656-Hope) for more support. They can give you counseling, and help you understand your options, such as what medical staff will do during a "rape kit" exam or what might happen while going through the criminal justice system.
- Try to avoid being alone, especially with your attacker, and be alert to your surroundings.
- Get help making a safety plan to avoid or escape a dangerous situation, especially if you know your attacker.
- Make sure you have a safe place to stay.

Adapted from the [National Center for Victims of Crime](#)

B. Relationship Violence—Warning Signs and How to Get Help

Relationship violence can happen to anyone of any race, age, sexual orientation, religion or gender.

It can happen to couples who are married, living together or who are dating. Relationship violence affects people of all socioeconomic backgrounds and education levels.

Abuse is a repetitive pattern of behaviors used to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time.

You may be experiencing physical abuse if your partner has done or repeatedly does any of the following tactics of abuse:

- Pulling your hair, punching, slapping, kicking, biting or choking you
- Forbidding you from eating or sleeping
- Damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.)
- Using weapons to threaten to hurt you, or actually hurting you with weapons
- Trapping you in your home or keeps you from leaving
- Preventing you from calling the police or seeking medical attention
- Abandoning you in unfamiliar places
- Driving recklessly or dangerously when you are in the car with them
- Forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past)

You may be in an emotionally abusive relationship if your partner exerts control through:

- Calling you names, insulting you or continually criticizing you
- Refusing to trust you and acting jealous or possessive
- Trying to isolate you from family or friends
- Monitoring where you go, who you call and who you spend time with
- Demanding to know where you are every minute
- Punishing you by withholding affection
- Threatening to hurt you, your family or your pets
- Humiliating you in any way
- Blaming you for the abuse
- Accusing you of cheating and being often jealous of your outside relationships
- Serially cheating on you and then blaming you for his or her behavior
- Cheating on you intentionally to hurt you and then threatening to cheat again
- Cheating to prove that they are more desired, worthy, etc. than you are
- Attempting to control your appearance: what you wear, how much/little makeup you wear, etc.
- Telling you that you will never find anyone better, or that you are lucky to be with a person like them

Adapted from the [National Domestic Violence Hotline](#)

How to get help:

- Contact the Chicago Police Department (311), Campus Security (312.427.2737 ext.501), or the Domestic Violence Hotlines (national: 800.799.7233; Chicago/local: 877.863.6338) to get information on campus and local resources as well as your legal options.
- Identify your partner's use and level of force so that you can assess the risk of physical danger to you and others before it occurs.
- If possible, have a phone accessible at all times and know what numbers to call for help. Know where the nearest public phone is located. Know the phone number to your local

battered women's shelter. If your safety is at risk, call the Chicago Police Department (911).

- Let trusted friends and neighbors know of your situation and develop a plan and visual signal for when you need help.

Adapted from the [National Domestic Violence Hotline](#)

C. Stalking—Warning Signs and How to Get Help

Stalking is a crime. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.

Stalkers may:

- Repeatedly call you, including hang-ups or contact you repeatedly through electronic communication and social media.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Other actions that control, track, or frighten you.

How to get help if you are being stalked:

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

- If your safety is at risk call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously.
- Contact Campus Security, a crisis hotline, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order. (See the resources section below for more info.)
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to

do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.

- Don't communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.
- Contact the police, as Illinois has a stalking law (see applicable state laws).
- Consider getting a court order that tells the stalker to stay away from you.
- Tell a family, friends, roommates, co-workers, Campus Security, and the Office of Academic Affairs about the stalking and seek their support.

Adapted from the [National Center for Victims of Crime](#)

D. Keeping Safe when Traveling Around Campus and the City

- Try to arrive at and leave social gatherings with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours
- Keep track of your drinking. Watch your drink as it is made and don't leave it unattended; avoid group drinks like punch bowls
- If you feel extremely tired or drunk for no apparent reason, find your friends and ask them to leave with you as soon as possible
- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where house phones are installed throughout JMLS buildings
- Avoid dimly lit places; take major, public paths rather than less populated shortcuts
- Pay attention to your surroundings. Avoid putting music headphones in your ears and/or using your smartphone when walking alone
- If walking feels unsafe, especially after dark, try to walk with a friend or contact campus security to request an escort or utilize the JMLS Taxi Cab Services
- Carry a noisemaker (like a whistle) and/or a small flashlight on your keychain

E. What to Do if Someone You Know is at Risk of Sexual Assault, Relationship Violence or Stalking

JMLS is a community and we all have a responsibility to support each other. A “bystander” is someone other than the victim who is present when an act of Sexual Assault, Relationship Violence or Stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent Sexual Assault, Relationship Violence or Stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include:

- Not leaving an overly intoxicated person in a bar/party alone
- Calling police when a potentially violent situation is unfolding
- Not leaving an unconscious person alone (alerting Campus Security or a staff member)
- Intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting an JMLS staff member for help)

If you become aware that a JMLS student is the victim of Sexual Assault, Relationship Violence, or Stalking, contact the Chicago Police Department (911), Campus Security or the Associate Dean of Student Affairs. Additional resources are listed below.

VI. Resources

Students who report a Sexual Assault, Relationship Violence or Stalking have numerous options and support services available to them, including medical and psychological services as well as administrative, disciplinary, and legal options.

On-Campus Resources

Campus Safety and Security Department

JMLS Campus Security

312.427.2737 ext. 501

Available Monday-Friday 7am-11pm and Saturday-Sunday 8am-10pm

Ask to speak to supervisor on duty

Ali Haleem

Director

Campus Safety and Security

The John Marshall Law School

315 South Plymouth Court

Chicago, IL 60604

Main: (312) 427-2737 x339

ahaleem@jmls.edu

Ralph Ruebner

Professor of Law and

Associate Dean for Academic Affairs

The John Marshall Law School

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Associate Dean

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Fax: 312.427.8307
cmorrissey@jmls.edu

JMLS Counseling Services
The John Marshall Law School
315 S. Plymouth Court

Chicago, Illinois 60604
Phone:312.360.2668
Jmlshealthservices@gmail.com

Title IX Coordinator:

William B Powers
Associate Dean
Admission and Student Affairs
The John Marshall Law School
315 South Plymouth Court
Chicago, IL 60604
Tel: 312.427.2737 ext. 435
Fax: 312.427.5136
6powers@jmls.edu

Title IX Investigator:

Troy A. Riddle
Director
Diversity Affairs and Outreach
The John Marshall Law School
315 S. Plymouth Court
Chicago, IL 60604
Main: 312-427-2737 x174
TRiddle@jmls.edu

Off-Campus Resources

Chicago Police Department
911 for emergency calls
311 for non-emergency calls

Chicago Domestic Violence Helpline
877.863.6338

Chicago Metropolitan Battered Women's Network
1 E. Wacker Dr., Suite 1630
Chicago, IL 60601
312.527.0730

The National Domestic Violence Hotline
800.799.7233

Northwestern Memorial Hospital
Emergency Department
250 E Erie Street

Chicago, IL 60611
312.926.5188

Rape Crisis Hotline
888.293.2080

Rape Victim Advocates
312.443.9603
180 N. Michigan Ave., suite 600
Chicago, IL 60601
rapevictimadvocates.org

YWCA Metropolitan Chicago
312.372.6600
1 N. LaSalle St., suite 1150
Chicago, IL 60602
ywachicago.org

VII. JMLS Education and Prevention Programs

JMLS provides education programs to promote awareness of Sexual Assault, Relationship Violence and Stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new staff and faculty and ongoing awareness and prevention campaigns for students, staff and faculty that:

- Identify Sexual Assault, Relationship Violence and Stalking as prohibited conduct;
- Define Sexual Assault, Relationship Violence and Stalking under JMLS's policy and under Illinois law;
- Define behavior that constitutes consent to sexual activity under Illinois law;
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Sexual Assault, Relationship Violence or Stalking against a person other than the bystander;
- Provides information on risk reduction so that students, staff and faculty may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

JMLS has developed an annual educational campaign consisting of presentations that include: New Student Orientation, New Employee Orientation, New Faculty Orientation, Communication Program (to include signage, brochures, and email), Campus Security Authorities, Investigator / Adjudicator Training, Web-based Manager Training, and Security Officer Training.

VIII. Applicable Illinois State Law

[Definition of "Consent," 720 ILCS 5/11-1.70](#)
[Illinois Domestic Violence Act of 1986 750 ILCS 60](#)

Illinois Stalking Statutes

[Aggravated Stalking, 720 ILCS 5/12-7.4](#)

[Cyberstalking 720 ILCS 5/12-7.5](#)

[Stalking 720 ILCS 5/12-7.3](#)

IX. Orders of Protection

Orders of protection (commonly referred to as restraining orders) are legal orders, put in place by a judge, that restrict or limit the amount of contact a person can have with another person.

JMLS takes all existing orders of protection seriously.

If you have an order of protection, protecting you from someone else, we ask that you please inform Campus Security so that they have it on record. This will help JMLS in case there is an issue with the offender. To do so, please email Ali Haleem, Director of Campus Safety and Security, ahaleem@jmls.edu or stop into the Campus Security office.

If you are having an issue with a person, Campus Security can help explain the legal process for obtaining an order of protection.

For more information on obtaining an order of protection, please visit WomensLaw.org**School**

VIII. Reservation of Rights

The John Marshall Law School reserves the right to 1) modify the requirements for admission or graduation, 2) change the tuition fees, 3) change the assignment of teachers, arrangement of courses, content of courses, or materials used at any time, 4) change the calendar year, 5) refuse admission or readmission to any student at any time, 6) dismiss any student at any time for either academic or disciplinary reasons, or 7) modify, add to, or delete any other provision within the law school policies at any time.

Notice: Pursuant to the "Family Educational Rights and Privacy Act of 1974," 20 U.S.C 1232g, The John Marshall Law School may disclose the following "directory information" about a student to any person without prior notice to or consent from the student: his or her name, address, telephone listing, date and place of birth, major field of study, photograph, participation in officially recognized activities, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student. Any student who does not want any directory information about himself or herself released without his or her prior consent shall so indicate in a signed letter to the Registrar's Office. A new letter must be submitted at the beginning of each academic year.

From the Associate Dean for Admission and Student Affairs

Dear Students,

As the Associate Dean for Admission and Student Affairs, it is my pleasure and responsibility to serve the needs of students in every possible way. I oversee the Office of Admission and Financial Aid, the Academic Services Office, the Diversity Affairs Office, as well as the Office of Student Affairs. It is my strong belief that we must all work together to give you every advantage that the school has to offer. Please know that my door is open to you, and my staff will always be available to assist you and to address your concerns.

If you have any questions, please do not hesitate to contact me.

I look forward to helping you face the challenges of your law school experience.

Sincerely,



William B. Powers
Associate Dean for Admission and Student Affairs

Student Bar Association 2014-2015 Board

- President: Raymond Rushing
- Vice President: Nikolay Lukin
- Treasurer: Tony Dunlap, Jr.
- Secretary: Jessica Cherry
- ABA Rep: Andrew Manno
- ISBA Rep: Tim Meloy
- CBA Rep: Corey Varma
- Evening Student Liaison: Sarah Cunniff

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I. 2014-2015 Academic Calendar

THE JOHN MARSHALL LAW SCHOOL 2014-2015 Academic Calendars

FALL 2014

Accelerated Trial Advocacy	August 5-14
Orientation for new JD	August 11-15
Orientation for new LLM & MS	August 14
First day of regular classes	Monday, August 18
Last day to add individual courses	Sunday, August 24
Last day to drop individual courses with tuition refund	Sunday, August 31
Labor Day (no classes)	Monday, September 1
Last Day to withdraw pass from a course (no tuition refund)	Sunday, September 28
Last day of regular class	Monday, November 24
Thanksgiving recess (no classes) and Reading Period	November 25-30
Final Exams	December 1-16
Commencement	January 18, 2015

SPRING 2015

Orientation for new JD	January 12-15
Orientation for new LLM & MS	January 15
Martin Luther King Jr. Day	Monday, January 19
First day of regular classes	Tuesday, January 20
Last day to add individual courses	Monday, January 26
Last day to drop individual courses with tuition refund	Monday, February 2
Last day to withdraw pass from a course (no tuition refund)	Sunday, March 1
Spring Break (no classes)	March 8-15
Last day of regular classes	Monday, May 4
Reading Period	May 5-6
Final Examinations	May 7-22
Commencement	June 21, 2015

SUMMER 2015

Memorial Day	Monday, May 25
First day of early session	Tuesday, May 26
Accelerated Trial Advocacy	May 26 – June 4
Last day to add/drop individual courses from early summer session with tuition refund	Monday, June 1
First day of regular Summer	Monday, June 8
Last day to add/drop individual courses from regular summer session with tuition refund	Sunday, June 14
Last day to WP from early summer session course (no tuition refund)	Monday, June 15
Last day to WP from a regular summer session course (no tuition refund)	Sunday, June 21
Last day of early session	Monday, June 29
Holiday (no classes)	Saturday, July 4
Last day of regular session	Friday, July 24
Regular session final exams	July 27– 31

II. Tuition and Fees

Tuition per semester hour, first professional program except as stated below, and subject to future change: normal full-time division load is 12–16 hours; normal part-time load is 9–11 hours. Students receiving guaranteed loans or rehabilitation funds are required to pay tuition as designated by the Controller. Questions concerning any of the financial policies should be directed to the Business Office (15th Floor CBA Building). Students who believe that individual circumstances warrant exception from the published policy may file a written appeal with the Chief Financial Officer.

2014-2015 Tuition & Fees

JD, LLM, and MS Tuition (Per Credit Hour):	\$1,495
LLM & MS Distance Education Supplement Fee:	\$250

Application/Admission Fees

Application Fee: There is no application fee.	\$0
JD Tuition Deposit*	\$400
LLM and MS Tuition Deposit*	\$200
Foreign Applicant Tuition Deposit*	\$500

Other Fees

Technology Fee (per semester)	\$100
Health Insurance (per semester)**	TBD
CTA U-Pass	
(Fall or Spring Semester, Minimum of 9 Credit Hours)	\$140
(Summer Session, Minimum of 3 Credit Hours)	\$60
Replacement fee for lost card	\$50
Loan Repayment Assistance Program Fee (LRAP)	\$10
Student Bar Association (SBA) Fee	\$2
Locker Rental (Per Semester; Optional)	\$20
Returned check Penalty	\$50
Late Payment Penalty	\$125
Payment Plan Setup Fee	\$75

Estimated Living Expenses

Room & Board	\$16,000
Other Living Expenses	\$6,348
Books	\$2,500
Federal Loan Fees	\$1,966

Living expenses are based on nine months and have been updated for the 2013-2014 school year. Other fees may apply.

*Non-Refundable; Applicable to Tuition

**Students must be registered for 6 or more credit hours. Students may opt out with proof of insurance. Students entering in spring 2014 will be charged \$863.

III. Refund Policy

Fall & Spring Terms

Withdrawal from Individual Classes

After the end of the second week of classes there will be no refunds on withdrawals from individual courses.

Complete Withdrawal from John Marshall

For students who withdraw completely from the fall or spring semesters, the law school retains the following tuition:

During the first two weeks of class	10% of tuition
After the end of two weeks of class, but before the end of the fourth week	20% of tuition
After the end of four weeks of class, but before the end of the fifth week	30% of tuition
After the end of five weeks of class, but before the end of the seventh week	40% of tuition
After the end of seven weeks of class, but before the end of the eighth week	50% of tuition
After the end of eight weeks of class, but before the end of the ninth week	60% of tuition
After the end of nine weeks of class	100% of tuition

The \$400 deposit for entering students is non-refundable. The registration fee for all students is non-refundable.

Summer Term

Withdrawal from Individual Classes

After the end of the first week of classes there will be no refunds on withdrawals from individual courses.

Complete Withdrawal from John Marshall

For students who withdraw completely, the law school retains the following tuition:

Before the end of two class meetings	10% of tuition
After the end of two class meetings, but before the end of the fourth class	30% of tuition
After the end of the fourth class, but before five class meetings	50% of tuition
After the end of six class meetings, but before the end of the eighth class	60% of tuition
After the end of the ninth class	100% of tuition

The \$400 deposit for entering students is non-refundable. The registration fee for all students is non-refundable. *Questions concerning any of the financial policies should be directed to the Controller's office. Students who feel*

that individual circumstances warrant exception from the published policy may file a written appeal with the Associate Dean for Admission and Student Affairs or the Assistant Dean for Academic Services

IV. JMLS MISSION

Honoring its history, The John Marshall Law School upholds, through its varied juris doctor and graduate degree programs, a tradition of diversity, innovation, access and opportunity, and consistently provides an education that combines the understanding of both the theory and the practice of law.

V. DEGREES AND PROGRAMS

Degrees are ordinarily conferred upon students who meet the prescribed academic requirements. However, the law school reserves the right to withhold a degree whenever it appears that the character or conduct of a student, or the quality of work the student has completed, will prevent acceptable representation of the law school or compromise the legal profession. Diplomas will be withheld if a student has an outstanding balance or obligation with the law school.

JD Degree

To be eligible for the degree of Juris Doctor (JD), a student must meet the graduation requirements of the law school by: (1) having successfully completed at least 90 credits with a cumulative grade point average of 2.25 or above; (2) completing the academic requirements within seven years of first matriculation.

The initial program consists of a required core curriculum that all students must pass in order to graduate. These courses provide students with a fundamental store of knowledge about substantive legal concepts and rules. This knowledge includes analysis of cases, statutes, and other sources of law; recognition of relevant facts from a mass of raw data; effective oral and written communication; advocacy; and organization and management of legal work and ideas.

This store of knowledge is the core of information that all lawyers must possess and that all students must obtain graduation. The core curriculum consists of the following courses:

Contracts I & II (3–3); Torts (4); Professional Responsibility (3); Expert Learning (1);
Lawyering Skills I, II, III, & IV (10); Property (4); Civil Procedure I & II (3–3); Criminal Law (3);
Constitutional Law I & II (3–3) Evidence (4); Trial Advocacy (3); Clinical/Externship (3)

Although the core consists of the courses above, the following courses are considered general prerequisites for all elective courses: Civil Procedure I, Constitutional Law I, Contracts I and II, Criminal Law, Lawyering Skills I and II, Property, and Torts. Therefore, with respect to each listed course, each J.D. student must either (a) have satisfactorily completed the listed course prior to taking any elective course; or (b) be enrolled in the listed course during the same term, including a summer term, that the student is taking his or her first elective course. If a student is taking his or her final listed course(s) during the same term, including summer term, that the student is taking his or her first elective

course(s), the student may not withdraw from any listed core course above while remaining enrolled in any elective course.

Students may defer completing these required courses only for sufficient cause and upon permission of the Associate Dean for Academic Affairs. Sufficient cause is limited to situations involving (a) serious health issues or equally important issues or (b) circumstances when the law school schedule makes it impracticable for a student to complete these courses in sequence. This policy will be implemented in compliance with state and federal law, including the requirements of the Americans with Disabilities Act. Students who are permitted to take any of these courses out of sequence may only register for electives that are approved by the associate dean.

Day Division – Full-time Program

Full-time study requires registration for 12 or more hours per semester. Students may not enroll for fewer than 12 hours or more than 16 hours without advance approval from the Assistant Dean for Academic Services. A full-time student may not be employed in excess of 20 hours a week.

Proposed Full-time Track

Estimated Completion: 6 Semesters

First Semester (15 Hours)

Contracts I	3
Property	4
Torts	4
Lawyering Skills I	3
Expert Learning	1

Second Semester (15 Hours)

Contracts II	3
Civil Procedure I	3
Criminal Law	3
Constitutional Law I	3
Lawyering Skills II	3

Third Semester (15 Hours)

Civil Procedure II	3
Constitutional Law II	3
Evidence	4
Professional Responsibility	3
Lawyering Skills III	2

Fourth Semester (15 Hours)

Electives	15
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Fifth Semester (15 Hours)

Trial Advocacy	3
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Lawyering Skills IV	2
Clinical/Externship	3
Electives	7
Sixth Semester (15 Hours)	
Electives	15

Evening Division – Part-time Program

The purpose of the part-time program is to provide students with an opportunity to pursue an alternative program that will lead to a JD degree. Part-time division study requires registration for eight to 11 hours per semester. The part-time program can be successfully completed in four years and two summer sessions.

Proposed Part-time Track

Estimated Completion: 8 Semesters + 2 Summer Sessions

First Semester (11 Hours)

Contracts I	3
Torts	4
Lawyering Skills I	3
Expert Learning	1

Second Semester (10 Hours)

Contracts II	3
Property	4
Lawyering Skills II	3

Third Semester (9 Hours)

Civil Procedure I	3
Constitutional Law I	3
Criminal Law	3

Fourth Semester (11 Hours)

Civil Procedure II	3
Constitutional Law II	3
Lawyering Skills III	2
Professional Responsibility	3

Fifth Semester (10 Hours)

Evidence	4
Electives	6

Sixth Semester (11 Hours)

Trial Advocacy	3
Electives	8

Seventh Semester (11 Hours)

Electives	11
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Eighth Semester (11 Hours)

Electives	6
Lawyering Skills IV	2
Clinical/Externship	3

Ninth Semester/Summer Sessions (6 Hours)

Electives	6
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JD Certificate Programs

In selected areas of concentration, students may receive a certificate, indicating successful completion of a focused curriculum. Certificates are available in:

- Alternative Dispute Resolution
- Elder Law
- Health Law
- Intellectual Property Law
- Sustainability
- Trial Advocacy
- Human Rights

For details on certificate requirements see our listings online at <http://www.jmls.edu/certificates/>

JD/LLM Joint Degree Programs

Whether you want to join a firm or strike out on your own as a sole practitioner, our joint JD/LLM degree and select cooperative degree programs offer the specialized training and enhanced marketability employers look for in today's most sought-after practice areas. Building on our practical skills-based JD program, including nationally recognized programs in Legal Writing, Trial Advocacy, and Intellectual Property Law, The John Marshall Law School offers JD candidates the opportunity to gain a master's distinction while saving time and money.

Joint JD/LLM Programs at The John Marshall Law School develop advanced expertise and practical skills in one of seven market-relevant practice areas with a joint degree from John Marshall.

- [JD/LLM in Employee Benefits](#)

- [JD/LLM in Information Technology & Privacy Law](#)
- [JD/LLM in Intellectual Property Law](#)
- [JD/LLM in International Business & Trade Law](#)
- [JD/LLM in Real Estate Law](#)
- [JD/LLM in Tax Law](#)
- [JD/LLM in Trial Advocacy & Dispute Resolution](#)

Joint degree students are permitted to apply the first 10 credit hours satisfactorily completed in the LLM program toward the 90 credit hours required for the JD degree. Thus, joint degree students, in most circumstances, will be able to complete the requirements of both programs with 104 credit hours (80 JD + 24 LLM). A JD student must have at least a 2.5 grade point average, and must have completed 30 credit hours to be considered for admission to the Joint Degree Program. Each of the Joint JD/LLM degree programs has different qualifications beyond these minimum requirements.

Interested students should meet with the director of the program they wish to enter. With quality counseling and careful planning, JD students can complete coursework that enables them to participate equally with the lawyer students in LLM courses. The completion of the Joint JD/LLM degree program will not only provide an in-depth educational experience in a particular area of the law, but it will allow law students to distinguish themselves from other recent graduates in order to compete successfully for jobs.

LLM & MS DEGREES

The John Marshall Law School's Graduate Admission and International Education Office offers prospective degree candidates support when applying to Master of Laws (LLM) or Master of Science (MS) programs. In addition to providing detailed information about the graduate programs and the application process, admission staff is available for scheduled appointments, guided tours, and to provide information about the City of Chicago.

For detailed degree information, please visit us on our website.

- Master of Laws (LLM) programs offer practicing attorneys distinction and specialization.
<http://www.jmls.edu/LLMdegrees/>
- Master of Science (MS) programs offer non-attorney professionals distinction and knowledge of legal issues in their field of expertise
<http://www.jmls.edu/MSdegrees/>

The John Marshall Law School offers Graduate Degrees in the following areas:

- Employee Benefits (LLM/MS)
- Estate Planning (LLM)
- Information Technology and Privacy Law (LLM/MS)
- Intellectual Property Law (LLM/MS)
- International Business and Trade Law (LLM)
- Real Estate Law (LLM/MS)
- Tax Law (LLM/MS)
- Trial Advocacy (LLM)

- US Legal Studies (LLM)

Each program builds upon John Marshall's broad base of required courses-both in substantive areas and in skills training-to permit students to specialize in one of areas of law, without giving up the benefits of a traditional legal education. For administrative and financial aid purposes, a student taking five or more hours in a semester is counted as a full-time student.

A student will have five years from the date of matriculation to complete the LLM program. A student cannot take off more than two consecutive semesters without permission of the program director.

Employee Benefits

Established in 1998, our LLM in Employee Benefits is the only ABA-approved program in the nation, attracting students both locally and nationally. Given the amount of regulation and legislation in this area of law, we are constantly adapting the curriculum to the changing practice with continuous input from our faculty and advisory board. As an LLM candidate, our transactional approach to employee benefits law will ensure that you develop the skills necessary to successfully practice in this area of law.

Our curriculum reflects the tax, labor, and employment aspects of employee benefits plans, as well as the interplay of these rules on the administration and maintenance of such plans. Courses are taught by knowledgeable employee benefits practitioners, as well as current and former members of the IRS's Office of Chief Counsel. A mentoring program between our candidates and regional practitioners, designed specifically to make the transition from academia to legal practice smooth and productive, provides exposure to a variety of practices and specialties within employee benefits law before graduation.

Estate Planning

Our LLM in Estate Planning is designed for lawyers interested in developing an expertise in the estate planning arena. The program is available entirely online. This will enable students to tailor their academic schedules consistent with their other obligations, and conveniently participate in the program at home, the office, or even while commuting.

The degree provides lawyers the opportunity to become practice-ready in the estate planning arena. Courses will be taught by law professors and practicing estate planners so that students will develop both a firm theoretical foundation in the subject as well as a thorough understanding of how to apply what they have learned. Program graduates will be prepared for a variety of different career options, including but not limited to, work in law firms, wealth management concerns, financial planning groups, trust departments, insurance companies, and fund-raising divisions of universities and other non-profit organizations.

Information Technology and Privacy Law

Technology and privacy issues affect nearly every aspect of our lives, and knowing the law and underlying policies is crucial to employability in our technology-driven world. Our MS in Information Technology and Privacy Law provides non-attorney business professionals and policy makers with a command of the legal and policy issues shaping the global information marketplace. We remain the only graduate law program in the country that emphasizes privacy as part of its core curriculum.

Intellectual Property

With new technologies and social practices giving rise to new intellectual property issues, leading-edge training in IP law and related practice techniques is necessary to keep up and advance in the fast-moving, competitive world of intellectual property. Our LLM in Intellectual Property Law gives you the competitive advantage you need to excel in practice. Learn substantive law and practical skills from some of the nation's top IP academics, judges, and practitioners.

LLM in Intellectual Property Law candidates choose The John Marshall Law School for its extensive curriculum offerings, including numerous patent law courses. The LLM program offers two degree tracks: a patent track for candidates with technical backgrounds who wish to specialize in patent practice and a general IP track for candidates who wish to gain in-depth knowledge about the full range of IP laws and developments.

International Business and Trade Law

John Marshall provides an exciting opportunity for US and international students to study international business and trade law in Chicago, one of the world's great commercial cities. Our LLM in International Business and Trade Law draws upon the rich resources of Chicago's legal, banking, and international business and trade communities to provide a practical learning environment for dealing with the many challenges of global business. Students are given a strong, practice-oriented foundation in the rules, regulations, and legal approaches underlying international economic law. We offer students an experienced US and international faculty, extensive course offerings, and an externship with a law firm or corporation.

Real Estate

John Marshall's Graduate Real Estate Law Programs, the only ones of their kind in the Midwest, address the demands of the increasingly complicated practice of real estate law. In addition to the more traditional areas of real estate finance and commercial leasing, real estate attorneys must possess skills in negotiating and drafting and be knowledgeable in emerging areas such as sustainability in commercial real estate transactions, bankruptcy, and work-outs. Our programs offer you the opportunity to learn these skills from attorneys who are involved in transactions on the cutting edge of real estate law, and who are active members of the ABA Real Property Section and the American College of Real Estate Lawyers. Both LLM and MS programs are available for interested professionals.

Tax Law

Among the nation's oldest tax programs, the Graduate Tax Law Programs provide a practical grounding in all major areas of taxation, and specialized expertise in particular areas. Our programs stress a transactional approach and deal with actual problems encountered in the practice of tax law. Experienced practitioners teach courses in such areas as corporate taxation, partnership taxation, estate and personal financial planning, foreign taxation, civil and criminal, and tax procedure. Both LLM and MS programs are available for interested professionals.

Trial Advocacy and Dispute Resolution

John Marshall's LLM in Trial Advocacy and Dispute Resolution prepares degree candidates to become highly skilled advocates. Our program immerses the degree candidate in skills training that otherwise is not acquired through the traditional classroom setting. Each course has been carefully crafted to deliver a fully integrated approach to skills development sought after by advocates and employers alike, with a focus on current application of technology in the courtroom, the formation of effective trial strategies, and a high level of competency in all aspects of dispute resolution. The Center's faculty is composed of

experienced litigators and judges who are knowledgeable in all areas of trial work, abreast of current trends, and committed to providing John Marshall degree candidates with cutting-edge instruction.

US Legal Studies

Our LLM in U.S. Legal Studies offers practicing foreign attorneys enhanced employability by deepening their knowledge of legal specialties and expanding their knowledge of U.S. and international law. While many other U.S. graduate programs only permit degree candidates to take a few courses outside of a tightly defined specialty, our program allows degree candidates the versatility to pursue almost the full range of undergraduate and graduate law courses offered by John Marshall. Each degree candidate will consult with the Center director to design a personalized degree program.

VI. ACADEMIC STANDARDS

JD PROGRAM

Good Academic Standing

To be in good academic standing, a student must maintain a grade point average of 2.25 in all work undertaken. C, C-, and D grades earn the stated academic credit. However, an F grade earns no academic credit and the course, if required, must be retaken immediately. These grades fall below the required 2.25 average for graduation. The school uses a mandatory grading curve that is adjusted from time to time.

Registration, class attendance, and participation in law school activities are conditioned upon good academic standing.

Ranked in the bottom 30% of Class Level beginning of 2L1 term

Students whose cumulative average at the beginning of their second year (third semester for day students, fourth semester for night students) places them in the lowest 30 percent of their class or students who were dismissed and readmitted shall:

1. Repeat any required courses where they earned an F, and
2. Successfully complete Bar Essay Writing, Legal Fundamentals Review and Test Taking Skills, and Writing for the Practice of Law.
3. Successfully complete 15 credits from the following list of courses: Advanced Torts, Conflict of Laws, Corporations, Criminal Procedure I: Police Investigation, Estates and Trusts, Illinois Civil Procedure, Payment Systems, Products Liability, Remedies, Sales Transactions, and Secured Transactions before graduation. Any student who fails one of these courses must successfully repeat the course before he or she will be permitted to graduate.
4. Be required to meet with one of JMLS's Academic Achievement Professors or Counselors and create an Individualized Academic Achievement Plan. Each Individualized Academic Achievement Plan shall set goals and metrics for improving academic success and preparing to take the bar exam. Each Individualized Academic Achievement Plan may include, but will not be limited to, individual meetings, group meetings, course planning, special assignments, attendance at identified programs, and anything else, in the discretion of the Academic

Achievement Professor or Counselor that will move the students toward achieving the stated goals. The Academic Achievement Professors and Counselors may, in their discretion, require these plans to include limits on participation in extra and /or co-curricular programs as well as limits on taking LL.M. courses and limits on outside employment. Each plan shall be tailored to the specific needs of each student. The Academic Achievement Professors and Counselors at JMLS shall have the responsibility for assuring that individual students implement their individualized Academic Achievement Plans.

Any student who knowingly fails to comply with these rules may have additional requirements imposed on him/her as a condition of graduation.

Probation & Academic Dismissal Policy

A student who attains a grade point average of below 1.75 in the first semester of law school will be dismissed. A student whose cumulative grade point average is below 2.25, but above 1.75, at the end of any fall or spring semester will be placed on academic probation, and must raise his or her cumulative grade point average to at least 2.25 by the end of the next semester and summer adjoining the next semester in which the student enrolls. A student is eligible for probation only once; if a student's cumulative grade point average again falls below 2.25 after any subsequent fall or spring semester, the student will be dismissed.

Re-admission Policy

Students dismissed for academic reasons may apply for readmission pursuant to the following rules and standards. Readmission is not a matter of right; instead, it is within the sound discretion of the appropriate committee. Any student applying for readmission bears the burden of demonstrating that his/her performance to date does not accurately reflect his/her ability to successfully complete law school.

PROCEDURES

A. Students Dismissed After Their First or Second Semester (summer not included)

Any student dismissed for academic reasons may apply, no earlier than one semester after the student's dismissal, to the faculty committee responsible for readmission decisions (hereafter, the "Academic Affairs Committee"), for readmission. If granted, such readmission will be effective no earlier than one year after the student's dismissal. Such a student will start over as a new, first semester, student.

B. Students Dismissed After Three or More Semesters (summer not included)

A student dismissed for academic reasons after completing three or more semesters may elect:

(a) to apply for readmission under (A) above or

(b) to apply immediately to the Academic Affairs Committee for readmission. Such a student must, however, sit out one semester while his/her petition is being considered. If readmitted, such a student may be allowed to re-enter as a continuing student, with credit for earlier work (assuming the student has 31 or more graded hours), but such a student will be required to repeat all required courses in which he/she received a grade of "C" or lower. Any repeated courses will be included in the grade point average calculations but will count only once toward the 90 hour graduation requirement.

Any student readmitted as a continuing student must raise his/her overall GPA to 2.25 or higher by the end of the semester in which he/she re-enrolls. If a readmitted student has completed fewer than 31 graded hours of earlier work, or if the Academic Affairs Committee for other reasons determines that it would be inappropriate to grant credit for a readmitted student's earlier work, the student must start over as a first-semester student.

C. No Repeat Admissions

No student readmitted and dismissed a second time will be considered for a second readmission either by the Academic Affairs Committee or through the normal admission process.

D. Application For Readmission Was Rejected

A student whose application for readmission has been rejected by the Academic Affairs Committee may not submit a subsequent application to the committee, but may seek readmission through the normal admission process (but in no case shall a student be readmitted without the affirmative vote of the faculty admissions committee). Such application may be made no sooner than two years from the end of the semester after which the student was dismissed for academic reasons.

E. Application to the Admissions Committee After Two Years

If an eligible student seeking readmission applies two or more years after the date on which the student was dismissed for academic reasons, the student must apply through the normal admission process (but in no case shall a student be readmitted without the affirmative vote of the faculty admissions committee) and, if admitted, must start over as a first –semester student.

STANDARDS

In considering any petition for readmission, the Academic Affairs Committee will place particular emphasis on the following factors:

- how close the student's GPA is to the 2.25 minimum;
- whether the student has shown improvement since the first semester;
- whether the student is consistently performing at or below a "C+" level, or whether he/she has shown the ability to do "B-" or better work in at least a few courses;

- whether the student has taken clear steps to improve performance, such as participating in academic support programs since first going on probation;
- whether specific, unique circumstances may have contributed to the student's unacceptable performance, and whether those circumstances have clearly changed.

Examinations and Grading

A written examination at the conclusion of each course will ordinarily be the principal determinant of a student's grade. However, interim examinations, briefs of cases, and other assignments particularized to the class may be taken into account. In the JD core curriculum and, in particular, in those courses subject to Curve I (Civil Procedure I, Constitutional Law I, Contracts I and II, Criminal Law, Property, and Torts), faculty should strive to employ multiple formative or summative assessments over the course of the semester and to utilize a variety of approaches (such as essay questions, short answer questions, and multiple choice questions) in those assessments and the final examination

Class preparation and participation are essential components of the educational process. Individual professors may develop class rules and grading procedures that take into account a student's fulfillment of those responsibilities. Professors should distribute any special rules governing classroom participation and grading at the beginning of each semester.

Each student is responsible for verifying the date, time, and place of his or her examinations, and for taking them at the scheduled times, unless there is a direct conflict in scheduling.

A student who, for good cause shown in writing, fails to take a course examination with the class will be required to take the examination the next time it is given. A grade of "Incomplete" will be given in the course until the examination has been written. The grade of "Incomplete" shall automatically convert to an "F" at the end of classes for the following semester, unless the student shall, before such date, either have taken the examination or arranged for a certain date to take the examination. This rule will also apply to courses in which a trial is the primary basis for the grade. Failure to write an examination at the designated time will result in an automatic grade of "F" being entered on the record.

A student who, for good cause shown in writing, does not complete a paper in a semester by the end of classes for that semester will receive a grade of "Incomplete." If the paper is not completed by the end of classes for the following semester, the grade of "Incomplete" will automatically convert to an F. It is each professor's responsibility to notify the Registrar that the work has been completed.

A student who does not officially drop a course, drops without permission, fails to take an examination, or fails to complete course work receives a grade of "WF" for that course.

Final Exam Policy

The use and/or possession of any unauthorized electronic device is strictly prohibited and will be treated as a violation of the student code of conduct. Any authorization must be granted in writing by your professor, Dean Needham, Dean Powers, or Dean Ruebner.

Please examine the final exam schedule carefully and retain it for your information. Each student is responsible for verifying the date, time and place of his/her examinations and for taking them as scheduled by the law school.

During the exam period, students may check the monitors throughout the school two hours before each scheduled exam time to verify assigned room numbers.

- **Conflicts:** Defined as two examinations taking place (1) on the same calendar day or (2) at 6 p.m. one evening and 9:30 a.m. the next morning, OR three examinations taking place within four consecutive calendar days.
- **Disability:** Granted after the student has contacted Melinda Moore , the Disability Accommodations Coordinator, at 312.427.2737 ext. 772, completed the disability accommodation process, and received approval for accommodations. You will receive an email from Ms. Moore if you are granted disability accommodations for exams.
- **Personal Emergency:** Includes hospitalization or a death in the family. Authority to grant/deny accommodation requests resides within the office of Academic Services. **Documentation is required.** Please contact Jim Farrell at jfarrell@jmls.edu for rescheduling exams due to personal emergencies.
- **Religious Observation:** If an exam is scheduled to conflict with a student's religious observations, the exam will be rescheduled to the next available day for testing, provided that it does not further conflict with the student's religious observations. Prior notice (minimum of 1 week) must be given to the Academic Services Office.

Faculty may choose to either give the same exam or create a different exam for those students taking the exam at an alternate time. Students who fail to take an examination or complete requirements for their course will receive a grade of "WF," unless prior accommodations have been granted due to personal hardship. If accommodations have been granted, the grade of "NG"(Incomplete) shall stand on the student record for no longer than one semester. The grade of Incomplete shall automatically convert to an "F" at the end of classes for the following semester unless the student has taken, before such date, the examination or has arranged for a definite date to take the examination.

Examination Review

A student who wants to review his/her examination booklet after the grades have been submitted to the Registrar's Office should make an appointment with his/her professor.

Grading System

The grading system of The John Marshall Law School (at all academic levels, including JD, LLM, and MS programs) shall be:

A+	4.01
A	4.00
A-	3.67
B+	3.33
B	3.00
B-	2.67
C+	2.33
C	2.00
C-	1.67
D	1.00
F	0.00
WF	0.00

The Grading Curve

The law school has a policy requiring faculty members to engage in reasonable post-examination review with students.

Curve I

In *Civil Procedure I*, *Constitutional Law I*, *Contracts I & II*, *Criminal Law*, *Property*, and *Torts*, provided the enrollment is 20 or more students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 20% and no more than 30% of the class.
Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 45% of the class.
Grades of C+, C, and C- shall be awarded to no fewer than 15% and no more than 25% of the class.
Grades of D and F shall be awarded to no fewer than 10% and no more than 20% of the class.

Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.40–2.80, inclusive.

Curve II

In every JD course not subject to Curve I, other than *Lawyering Skills* and *Trial Advocacy*, provided the enrollment is more than 30 students, faculty shall conform their grades to the following standards:

Required Grades

Grades of A+, A, and A- shall be awarded to no fewer than 25% and no more than 40% of the class.
Grades of B+, B, and B- shall be awarded to no fewer than 35% and no more than 50% of the class.
Grades of C+, C, and C- shall be awarded to no fewer than 10% and no more than 25% of the class.
Grades of D and F shall be awarded to no fewer than 0% and no more than 10% of the class.

Required Cumulative Average

For the class as a whole, the cumulative average grade shall fall between 2.70 and 3.10, inclusive.

Other Grading Provisions

Because of the required 2.25 cumulative grade point average, a student must earn a number of grades above C to remain in school and graduate. A student who receives only Cs during the first two semesters and summer will have a cumulative average of 2.00 and will be ineligible to continue in school. For these reasons, any grade of C is considered marginally acceptable.

A student on probation must take a minimum of 12 semester hours in the full-time program or eight semester hours in the part-time program. Failure to register for the required number of hours without prior approval of the Assistant Dean for Academic Services will be treated as the equivalent of failure to attain a 2.25 grade point average for the semester.

Students with questions about grade point averages or other academic matters should make an appointment to see Assistant Dean for Academic Services Jodie Needham (3rd floor of the 315 S. Plymouth Ct. Building).

Repeating Courses

A student who receives a failing grade (F or WF) in a required course must repeat that course at the earliest opportunity; there is no restriction on the grade level that can be earned upon repetition. All grades received by the student, including failing grades, will be computed in the grade point average. Tuition will be charged for repetitions.

Otherwise, a student may not repeat for academic credit any course in which a grade has been received.

Class Rank

After grades have been issued at the end of each fall and spring semester, students are ranked according to their respective class level and their cumulative grade point average. The highest grade point average is ranked number one, followed by the rest of the class, with the lowest grade point average ranked last.

The percentage is derived by dividing the rank by the total number of students. (For example: A student in the class level 2L1 had a cumulative grade point average of 3.24. There were 238 students in that class level. The student was ranked 80/238; 80 divided by 238 is .33, so the student was in the top 33 percent of the class).

Class rankings are unofficial until the date of graduation. After graduation, final ranks are a part of a student's transcript.

Dean's List

JD students qualify for the Dean's List at the completion of each fall and spring semester. To qualify, a student's semester GPA must be in the top 25 percent of his or her class level.

CALI Excellence for the Future Award

The CALI Excellence for the Future Award, sponsored by the Center for Computer-Assisted Legal Instruction, is given each semester to the student or students who receive the highest grade in each JD section of an exam course. An instructor may elect not to designate a CALI winner.

Residency Requirements

To be eligible for the JD degree, a John Marshall student must complete the course of study required for the degree in no fewer than 27 months and no more than 84 months after the student has commenced law study at the law school or at a law school from which transfer credit has been accepted. No student shall be permitted to be enrolled at any time in coursework that, if successfully completed, would exceed 20 percent of the total coursework required for graduation.

Interruption of Study

Applicants who seek to take a leave of absence or resume their legal studies will be evaluated according to the length of the absence, their college record, and law school performance. Those interested must speak with the Assistant Dean for Academic Services for more information.

Employment Policy

Full-time JD students should remember that classes require substantial time for preparation. They may not be employed more than 20 hours per week according to Standard 304(f) of the American Bar Association Standards for Approval of Law Schools. Each semester, full-time students are required to certify at the time of registration that they will not be employed for more than 20 hours per week.

Enrollment at Another Law School

With prior approval, John Marshall students, who have successfully completed the first year core courses (Contracts I & II, Criminal Law, Constitutional Law I, Civil Procedure I, Torts, Property, Expert Learning and LS I & II) may take up to six hours of elective credit at another American Bar Association-approved law school. Credit for the work is subject to certain restrictions, including a requirement that the student achieve a minimum grade of C. Courses in which students received grades lower than C will not be accepted. Although credit is accepted, grades from other approved law schools are not computed in the John Marshall cumulative average. Approval will not be granted if the same course is given at John Marshall, except for summer programs offered by a law school in another city.

Graduation

Graduating students must submit an Application for Graduation to the Registrar's office. It is imperative for graduating students to notify the Registrar if they have changed their schedules and reduced their hours after they have submitted the Application for Graduation. Each student has the responsibility to make sure that all degree requirements are fulfilled. Anticipated graduates should make an independent review of their records before registering for their final semester. It is the student's responsibility, not the Registrar's, to make sure that all degree requirements will be fulfilled by the end of the final semester.

Graduation Honors

Summa cum laude: JD graduates in the top 1 percent of their class level will earn this honor.

Magna cum laude: JD graduates in the top 4 percent of their class level will earn this honor.

Cum laude: JD graduates in the top 15 percent of their class level will earn this honor.

Order of John Marshall: JD graduates in the top 15 percent of their class level will earn this honor.

LLM/MS PROGRAMS

The academic rules of the JD program will apply to the Graduate programs except to the extent that the following is different from the JD program academic rules.

ACADEMIC STANDING, PROBATION, DISMISSAL

Academic standing will not be determined until the student completes his/her first six hours of credit (referred to as the "first trial period"). Upon the completion of the first trial period, a student must achieve a cumulative grade point average (CGPA) of 2.5 or better in order to be in good standing. If, at any time after the first trial period, the student's CGPA falls below 2.0, he/she will automatically be academically dismissed.

A student whose CGPA is between 2.0 and 2.499 after the trial period will be placed on academic probation and must raise his/her CGPA to 2.5 or better by the time he/she completes the next six credit hours (referred to as the "second trial period"). If such a student does not raise his/her CGPA to 2.5 or better within the second trial period, that student will be academically dismissed. Probation status will remain in effect until the student completes the second trial period. During the second trial period, the student must take a minimum of four credit hours and maximum of six credit hours unless otherwise approved by the Center director.

If such a student on probation raises his/her CGPA to 2.5 or better within the second trial period, the student will be in good standing. However, if a student has once been on probation and successfully raised his/her CGPA to 2.5 but has his/her CGPA go below 2.5 at the end of any subsequent semester, the student shall be academically dismissed at the end of that semester.

A student must have a cumulative grade point average of 2.5 to receive a LLM or MS degree.

Classes Outside the Program

With the approval of the program director, an LLM or MS student may take up to six credit hours in classes outside his/her own program. A student may take more than six credit hours of classes outside his/her own program only with permission of the program director and the Associate Dean for Advanced Studies and Research.

Transfer Credits

A program director may accept up to nine transfer credit hours from a matriculated student seeking to enter The John Marshall Law School LLM program from another institution. Under special circumstances, the program director may allow a student to take one or more courses at other institutions toward completion of the program's requirements for graduation from The John Marshall Law School.

Graduation Honors

A student with a grade point average of 3.6 or higher will graduate with Honors.

Repeating Courses

Each student shall repeat a required class in which he/she has received a failing grade. A student may repeat an elective class in which he/she has received a failing grade. All grades received by the student, including failing grades, will be included in the computation of grade point averages.

VII. ACADEMIC & OTHER POLICIES

Attendance

The Board of Law Examiners in each state requires a certificate of attendance from the law schools attended by the applicant in order to take the bar examination. To execute this certificate faithfully, the school must insist on regular attendance. Therefore, students are required to attend all classes scheduled. A student absent for more than 25 percent of the total number of class meetings will not be allowed to write the examination and will receive a grade of WF (withdraw/fail) for the course, unless

permission has been granted by the Assistant Dean for Academic Services. The number of absences permitted may be reduced by the professor on notice to the class.

The John Marshall Law School recognizes the diversity of religious practices of its students, faculty, and staff. Therefore, in addition to the 25 percent allowed, with prior notification to professors, students are excused for religious observance from two class sessions in each course enrolled in every semester.

Disability Policy

There are a number of students with disabilities in the law school. The law school works with these students to accommodate their individual needs. A student who asks for reasonable accommodations due to a specific disability must provide acceptable evidence of the disability. The law school may require the student to take designated tests at his or her expense from a qualified medical or educational professional chosen by the school. Please stop in the Academic Services Office and speak with our Accommodations Administrator in room 301 or refer to our website to find all relevant information: <http://www.jmls.edu/registrar/disability-policy.php>.

E-Mail Policy

The John Marshall Law School has established e-mail as a primary vehicle for official communication with students, faculty and staff. Each registered student and active faculty and staff member is assigned an official John Marshall e-mail address by Library Technology and Services (LTS) according to a naming convention regulated by LTS.

John Marshall expects that students will receive and read e-mail in a timely manner. Failure to receive and read John Marshall communications delivered to an official JMLS e-mail address in a timely manner does not absolve recipients from knowing and complying with the content of such communications.

By contacting the LTS Help Desk, students, faculty and staff may redirect their official JMLS e-mail address to another address, at their own risk. John Marshall is not responsible for the handling of e-mail by other service providers. Having e-mail redirected does not absolve recipients from knowing and complying with the content of the communication sent to their official JMLS e-mail address.

FERPA Policy

Information on FERPA

The Family Educational Rights and Privacy Act of 1974 (FERPA), as amended (sometimes referred to as the Buckley Amendment), is a federal law that protects the privacy of education records of all students enrolled in schools beyond the high school level. Schools are required to maintain that privacy, primarily by restricting release of records and the access provided to those records.

Any educational institution that receives funds under any program administered by the U.S. Secretary of Education is bound by FERPA requirements. Institutions that fail to comply with FERPA may have funds administered by the Secretary of Education withheld. The U.S. Department of Education website maintains information about FERPA.

President Bush signed the "Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act" on October 26, 2001. Section 507 of the USA PATRIOT Act amends FERPA by permitting institutions to disclose, without the knowledge or consent of the student, personally identifiable information from the student's education records to the Attorney General of the United States or his designee in response to an ex parte order (one filed without notice to the student) in connection with the investigation or prosecution of terrorism crimes. Also, the school is not required to record such disclosures.

Your Rights Under FERPA

Students have three primary rights under FERPA. They have the right to inspect and review their education records; the right to have some control over the disclosure of information from their education records; and the right to seek to amend their education records, under certain circumstances. A student's FERPA rights begin when the student registers and attends his or her first class at John Marshall.

Notification of Rights

Consistent with its obligations under FERPA, John Marshall annually notifies students of the rights accorded them by FERPA. The annual notification statement is published in the [John Marshall Student Handbook](#) and at registration. If a student feels that the law school has not fully honored his or her privacy rights under FERPA, a written complaint may be filed with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-4605. The Family Policy Compliance Office investigates each timely complaint to determine whether the educational agency or institution has failed to comply with the provisions of FERPA. A timely complaint is defined as an allegation that is submitted within 180 days of the date of the alleged violation or of the date that the complainant knew or reasonably should have known of the alleged violation.

Education Records Under FERPA

Under FERPA, education records are defined as records that are directly related to a student and are maintained by an education agency or institution or by a party acting for the agency or institution. The information may be recorded in any way, including, but not limited to, handwriting, print, computer media, videotape, audiotape, film, microfilm, microfiche, and e-mail. Education records do not include:

- Records or notes in sole possession of the maker, used only as a personal memory aid and not revealed or accessible to any other person except a temporary substitute for the maker of the record (this might include notes an instructor makes while providing career/professional guidance to a student);
- records made or maintained by physicians, psychiatrists, psychologists, and other health professionals and paraprofessionals that are used only in connection with treatment of students;
- employment records when employment is not contingent on being a student, provided the record is used only in relation to the individual's employment;
- records created and maintained by a law enforcement unit of the law school used only for law enforcement purposes;
- post-attendance records, i.e., information about a person that was obtained when the person was no longer a student (alumni records) and does not relate to the person as a student.

Students and former students have rights to inspect and review their education records within 45 days from making such a request to the Registrar's office. The right of inspection and review includes: the right to access, with an explanation and interpretation of the record; the right to a copy of the education record when failure to provide a copy of the record would effectively prevent the student from inspecting and reviewing the record. The law school may refuse to provide a copy of a student's education record provided such refusal does not limit access.

Students may request that their education records be amended if they believe such information is inaccurate, misleading, or in violation of privacy rights. To amend educational records, students should submit a request in writing to William Powers, Associate Dean for Admission and Student Affairs. Students should identify the requested correction and specify why it is inaccurate, misleading, or in violation of privacy rights.

Protection of Records

FERPA allows institutions to identify certain types information called "directory information" that may be disclosed without student consent. The John Marshall Law School has designated the following information as directory information and will release this information upon request, unless the student has restricted directory information:

- Student's name
- John Marshall email address
- Dates of attendance
- Participation in officially recognized student organizations
- Degrees, honors, and awards received

According to FERPA, a student can request that the law school not release any directory information about him/her. Institutions must comply with this request, once received, if the student is still enrolled.

Students who wish to restrict the release of all directory information about themselves must submit a completed [**Request to Restrict Directory Information Form**](#) to the Registrar's Office.

Students who restrict directory information should realize that their names will not appear in any law school publications. Employers, companies and scholarship committees will be denied any of the student's directory information and will be informed that we have no information available about the student's attendance at The John Marshall School.

With several exceptions provided by FERPA, John Marshall cannot release personally identifiable non-directory information in an education record without prior written consent from the student. Examples of non-directory information include: birth date, religious affiliation, citizenship, disciplinary status, ethnicity, gender, grade point average(GPA), marital status, SSN/student I.D., grades/exam scores, test scores (e.g., LSAT), progress reports.

The John Marshall Law School protects the privacy of all enrolled students; however, the student's prior written consent is not required to disclose non-directory information to school officials who the law school has determined to have a legitimate educational interest.

Additionally, The U.S. Department of Education has allowed the law school to determine whether there is, in fact, a health or safety emergency that justifies disclosing non-directory information without the student's written consent. The John Marshall Law School considers the following criteria in determining whether an emergency situation exists:

- Is the emergency a serious threat to the health or safety of the student or other individual(s)?
- Is the information to be disclosed necessary to meet the emergency?
- Are the parties to whom the information is to be disclosed in a position to deal with the emergency?
- Is time of the essence in dealing with the emergency?

Contact Asst. Dean Jodie Needham at jneedham@jmls.edu with further questions or concerns.

Recording Policy

Application: This policy applies to the recording of any live or online class except mock depositions, oral arguments and trials where recording is part of the pedagogical process.

Definitions:

Attendance. For the purpose of this policy, attendance means in-class presence for traditionally taught (i.e., live) courses or synchronous and/or asynchronous participation for distance education courses as required by the American Bar Association, JMLS and the course instructor.

Recording. Unless specifically noted, this policy applies to both audio and video recording on any medium through the use of any technology.

Recording by Students

Consistent with our mission of training lawyers who act with the highest standards of professionalism and honesty, students are not permitted to audio or video record a class, seminar, meeting or teacher conference without authorization obtained in accordance with this policy. The unauthorized or surreptitious recording, copying, uploading, downloading, distribution, or use of all or any portion of an unauthorized recording will be deemed a violation of the JMLS Student Code of Conduct. It is further prohibited for any JMLS student to record any communication with another person at the School or in connection with any School-related activity without the knowing consent of all persons who are being recorded.

Recording at the Request of an Individual Student

All students are expected to attend class regularly and to miss class only in exceptional circumstances. Students may request that classes be recorded only for the reasons set forth below:

- (1) absence because of serious medical situation or family emergency;
- (2) absence because of religious observance;
- (3) other exigent circumstances which does not include job interviews, vacations, minor illness, or work conflicts.
- (4) as a reasonable accommodation for a student with a disability.

A student who wishes to have a class recorded for the reasons set forth in (1), (2), or (3) above shall make such request to the faculty member who is responsible for teaching the class.

Absent good reason to disapprove, the faculty member should grant such request and, in all cases, should decide such requests on a consistent and fair basis taking into account the individual circumstances.

A student who wishes to have a class recorded for the reason set forth in (4) above shall make such request to the School's Disability Accommodations Coordinator or Assistant Dean for Student Services. Such requests shall be treated in confidence and, if allowed, shall be implemented to the extent possible in a manner that is designed to protect the identity of the student requiring the accommodation. The faculty member teaching the class must abide by the decision of the Disability Accommodations Coordinator or Assistant Dean for Student Services.

A student who is permitted to record a class under this provision shall not copy, share or distribute the recording or any portion thereof to other persons not authorized to receive it.

Recording by a Faculty Member or Administrator

A faculty member, or JMLS administrator, with the faculty member's permission, may record his/her own class or classes for a legitimate purpose related to the School's educational mission. A faculty member's consent is not required if the recording is necessary to comply with the School's obligation to provide reasonable accommodation.

A faculty member who records a class and provides it to one or more students for a reason other than the four reasons set forth in section 2., shall make the recording available to all students enrolled in the class. Students are prohibited from recording, copying, uploading, downloading, distributing, and/or sharing the recording or any portion thereof to persons not authorized to receive it.

Retention of Recordings

Except for distance education courses, the default rule is that class recordings will be made available to students only until they have taken their final exam or submitted their final semester project in that course.

Recording may be retained for a longer period only if a faculty member specifically asks the Associate Dean of Academic Affairs to retain the recording for a longer, reasonable period of time.

Notice and Consent to Recording

JMLS students will be informed at registration every semester that live and online classes may be audio recorded for legitimate educational purposes without further notice and that any student who objects to being audio recorded should inform the Assistant Dean for Student Services. The Assistant Dean and faculty member will work with the student on alternative arrangements.

Recording for Security Purposes

Nothing in this policy shall prohibit or restrict the Administration from video recording any School-related activity for security purposes or require the Administration to provide notice or obtain consent prior to such recording.

No Transfer of Property Rights

Nothing in this policy is intended by the School to waive or transfer any of its interest in copyrighted material or works for hire.

Lost and Found

The law school is not responsible for lost or stolen property. If an item is lost or found, it should be reported to the security guard on the main floor. All items that are turned in to the security guard will be placed in a locked room by the maintenance staff. When trying to locate an item that is lost, please contact the security guard.

Smoking Policy

The John Marshall Law School is a smoke-free environment. The smoking, inhaling, exhaling, burning, or carrying of a lighted cigar, pipe, or cigarette is not permitted anywhere on The John Marshall Law School premises or within 15 feet of the school's entrance.

Transcript Policy

No official transcript of record is given directly to a student or to a graduate. An official transcript will be sent to another school or to any authorized agency upon the student's request to the Academic Services Office. A transcript will not be issued unless all outstanding obligations are met and fees owed to the law school are paid. You may order a transcript online at our website here: <http://www.jmls.edu/registrar/transcript-requests.php>.

Code of Conduct Policy

1. Preamble

Each student is admitted to The John Marshall Law School on the condition that his or her conduct meets the standards of conduct established by the law school.

2. Standards of Conduct

Examinations

It is a violation of this student code to:

1. Seek, receive, reproduce, or circulate what the student knows to be unauthorized information concerning the content of an examination prior to such examination or a copy of an examination prior to its administration.
2. Bring into an examination room any unauthorized materials.
3. Fail to comply strictly with any examination instructions or procedures, including, but not limited to, the use of materials, collaboration with other students, and time limitations.
4. Use a false excuse to avoid taking an examination at its scheduled time.

5. Engage any person to take an examination in place of oneself or to take an examination for another.
6. Disrupt an examination.
7. Divulge grades or examination numbers without authorization.

Academic Honesty

It is a violation of this student code to:

1. Submit for credit work not originally prepared for the course for which it is submitted without explicit permission of the instructor of the course after the instructor has been advised of the origins of the work.
2. Engage in plagiarism as defined and explained in Section VII.B. (*infra*) of The John Marshall Law School Student Handbook.

Class Attendance and Course Requirements

It is a violation of this student code to purposely indicate the presence in class of another student whom the student knows not to be actually present in class, or to misrepresent his or her own presence or absence.

Misappropriation and Misuse of Property

It is a violation of this student code to:

1. Damage, hide, or otherwise exert unauthorized control over property belonging to another person or the law school
2. Obtain or attempt to obtain unauthorized access to any school record, database, or communication to or from law school personnel, or any student e-mail sent, received, or stored on school servers or computers
3. Use or attempt to use the law school's computer or email systems in violation of the school's regulations, or in furtherance of any conduct that would constitute a violation of this code of conduct.

Honesty and Integrity

It is a violation of this student code to:

1. Furnish false information or records including, but not limited to, information relating to admissions, registration, computer services, career services, financial aid, or other law school sponsored activities or programs
2. Forge or alter school documents, records, or identification cards, or use or attempt to use forged or altered documents, records, or identification cards with intent to defraud.
3. Falsify a signature on any form, document, or paper.

4. Furnish to any person information or records, knowing them to be false or inaccurate relating to the student's academic record or the student's activities at the law school.
5. Falsify or misrepresent academic standing or participation in curricular or extracurricular activities in the securing or continuation of employment, externships, or benefits.
6. Engage in other acts of dishonesty, fraud, deceit, or misrepresentation that are prejudicial to the mission or operation of the law school.

Respect for Others

It is a violation of this student code to:

1. Engage in threatening, intimidating, or disruptive conduct or comments of any kind on campus or engage in such conduct off campus if it interferes with the rights of others to participate fully and freely in the educational process.
2. Engage in conduct or comments that reasonably could be expected to or that do result in the harassment, intimidation, or stigmatization of an individual because of race, national origin, ethnicity, religion, sex, sexual orientation, immigrant status, or disability. Statements made in the context of a class discussion or exchange of ideas are not sanctionable.
3. Obstruct, impair, or interfere with sponsored or authorized activities, including classroom discussion, in a manner likely to deprive others of the benefit or enjoyment of the activity.
4. Use or attempt to use force against any member of the law school community, or his or her family; or to threaten the use of force against any member of the law school community, or his or her family, in circumstances that create a reasonable fear that actual force is likely to follow.
5. Engage in conduct which threatens or endangers the health or safety of any person on school premises, or at school-sponsored or school-supervised functions at any place.

Illegal and Criminal Conduct

It is a violation of this student code to:

1. Possess, use, or distribute illegal drugs on law school property or during law school-sponsored activities.
2. Violate the Illinois Criminal Code or other penal laws of the State of Illinois, of any other state, or of the federal government. A judgment of conviction is conclusive for purposes of this section.
3. Fail to report a criminal conviction¹ to the Dean or Associate Dean for Academic Affairs within five days of judgment.

Obstruction of Disciplinary Proceedings

¹ Supervision is considered a conviction for purposes of this code.

It is a violation of this student code to:

1. Testify falsely or provide false information during a disciplinary violation process.
2. Bring a charge in bad faith under this Code or the Rules for Student Disciplinary Proceedings.
3. Harass any person who provides information or testimony pertaining to an alleged violation of this Code, or who participates in the enforcement of this Code.
4. Submit to persons participating in a disciplinary investigation any allegation of misconduct that is false and that the complaining student knew to be false at the time it was submitted.
5. Breach the confidentiality requirements relating to disciplinary proceedings under this Code.

Disciplinary Code Standards and Ethical Obligations

It is a violation of this student code to:

1. Violate published law school regulations or policies, or engage in conduct that is prejudicial to the mission or operation of the law school or the rights of others in the law school community to participate fully and freely in the educational process.
2. Assist any other student in any violation or attempted violation of this Code, or to combine, agree, or confederate with other students to engage in conduct that violates this Code.

Plagiarism Policy

Plagiarism is an extremely serious offense that may result in disciplinary action. There are two major types of plagiarism:

1. Failure to cite the source of an idea; and
2. Failure to use quotation marks around a direct quote.
 - a. Use of an idea. If you use the idea (or an organization) of another author, you must attribute that idea to the other author. Merely paraphrasing the other author's words is not sufficient. You must also cite to the other source.
 - b. Use of the same words. If you use the idea and the words of another author, you must put quotation marks around those words and cite to the source. Both are required. If either the quotation marks or the citation is missing, you have plagiarized the other author's work.

Intent is not required for a writing to be plagiarized.
Using the ideas or words of another student may also be plagiarism.

Regardless of what rules you may have followed on this subject before law school, or what practices you may observe elsewhere, this is the standard that you must adhere to in all of your Lawyering Skills classes, in all seminar papers, and in all honors programs. This definition may be supplemented for Lawyering Skills classes.

Copyright Infringement Policy

Unauthorized copying or distribution of copyrighted material violates the U.S. Copyright Act as well as John Marshall's Technology Use Policies ("TUP"). These policies, among other things, prohibit *illegal* downloading and sharing of copyrighted material over the John Marshall network, including through the use of e-mail, web pages, and peer-to-peer file sharing software. This prohibition applies to all computers and mobile devices accessing the John Marshall network, whether owned by John Marshall or personally owned by a community member. Before downloading or sharing any material over the John Marshall network, members of the community should ensure they have the legal right to do so.

John Marshall's responsibility under the law is to respond expeditiously to remove, or disable access to, the material that is claimed to be infringing. The policies for Digital Millennium Copyright Act ("DMCA") complaints are as follows:

- The first time that ITS receives a DMCA complaint for a student, ITS will send a notice to the student, requiring the student to make an appointment to meet with the Director of Library & Technology within a specified period of time. The student will be required to remove or block access to any materials identified as infringing copyright in the DMCA notice, as well as any other infringing material, and certify in writing that he or she has done so. If ITS does not receive a response to its violation notice within the specified time, ITS will suspend the student's access to the John Marshall network.
- If ITS receives subsequent DMCA complaints for the same student, ITS will suspend network access for the student and refer the matter to Associate Dean of Student Affairs for disciplinary action. Details regarding the first complaint will be provided and taken into account in any disciplinary sanction. ITS will only restore network access upon the request of the Associate Dean for Student Affairs.
- These policies apply to faculty, staff and other authorized users as well as students. If ITS receives a DMCA complaint for a faculty member, the matter will be referred to the Associate Dean for Academic Affairs. If ITS receives a DMCA complaint for a staff member or other authorized user, the matter will be referred to the individual's department head, supervisor or, for guests, primary faculty or staff contact, and the Assistant Dean for Human Resources.

The ITS department also employs the following technology-based deterrents to the unauthorized copying and distribution of copyrighted material: (1) dropping or constricting bandwidth accessible to common peer-to-peer file sharing protocols on the John Marshall network, (2) tracing illegal activity to specific users on the John Marshall network, including its wireless network, where possible, and (3) random reviews of high bandwidth usage on the John Marshall network.

This policy will be reviewed on an annual basis and modified as necessary to ensure its continuing effectiveness. Last reviewed: August 26, 2014.

Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov, especially their FAQ's at www.copyright.gov/help/faq.

Reporting Claims of Copyright Infringement

The John Marshall Law School respects the intellectual property of others, and we ask our students, faculty, and staff, and those posting to this site, to do the same. In accordance with the Digital Millennium Copyright Act ("DMCA"), John Marshall has appointed an agent to receive notification of alleged copyright infringement occurring in the jmls.edu domain. If you believe that your copyrighted work is being infringed, please notify our agent specified below:

Ramsey Donnell

Director, Library & Technology
The John Marshall Law School
315 S. Plymouth Ct.
Chicago, IL 60604
Phone: 312-427-2737, ext. 266
Fax: 312-427-8307
Email: rdonnell@jmls.edu

In notifying us of the alleged copyright infringement, please include the following information:

1. the electronic or physical signature of the owner of the copyright or the person authorized to act on the owner's behalf.
2. a description of the copyrighted work that you claim has been infringed and a description of the infringing activity.
3. identification of the location where the original or an authorized copy of the copyrighted work exists, for example the URL of the web site where it is posted or the name of the book in which it has been published.
4. identification of the URL or other specific location on this site where the material that you claim is infringing is located.
5. your name, address, telephone number and email address.

6. a statement by you that you have a good faith belief that the disputed use is not authorized by the copyright owner, its agent, or the law.

7. a statement by you, made under penalty of perjury, that the above information you provide us is accurate and that you are the copyright owner or are authorized to act on the behalf of copyright owner.

Student Disciplinary Proceedings Policy

Application of Rules

a. These Rules are intended to provide a procedure to receive, investigate, and decide charges alleging violation of the Student Code of Conduct. Any time limits under these Rules may be waived or extended by the Dean or chair of the Discipline Committee. These rules shall not apply to conduct that is prohibited by the Student Protection from Discrimination and Harassment Policy. All such conduct shall be handled under that policy.

b. These Rules apply to all students and former students, if the charge against them relates to their conduct while they were students of the law school. The law school administration retains the right consistent with these Rules to initiate or continue an investigation, notwithstanding a change from student to non-student status, and to take appropriate action including deferring, revising, or revoking grades or matriculation and amending a student file to reflect disciplinary action.

c. These Rules apply to conduct occurring on and off campus, so long as any off-campus conduct complained of has a substantial impact on the law school or a member of the law school community.

d. The Dean, or if the matter is pending before it, the chair of the Discipline Committee, shall have the authority to stay an investigation or proceeding under these Rules due to the pendency of external proceedings related to the same subject matter; provided, however, that it is usually in the interests of the law school community not to delay proceedings alleging violation of the Student Code of Conduct; provided, further, that the law school shall not be bound by the results or determinations made by any other entity or forum. The law school may also refer a matter to other appropriate authorities, including, but not limited to, a criminal justice agency or an attorney disciplinary committee and, in such a case, may decide not to proceed or to stay an investigation or other proceeding under these Rules.

e. All persons involved in this process have the right to be represented by counsel or other representative at all stages of this procedure; provided, however, that no person employed full time by the law school or any adjunct faculty member may act as a student's representative. The law school shall have no responsibility to pay the legal fees of any student or former student.

f. These Rules shall not apply to conduct that is prohibited by the policy on Student Protection from Discrimination and Harassment. All such conduct shall be handled under that policy.

Initiation of Discipline Proceeding

- a. Any member of the faculty, administration, staff, or student body may initiate a discipline proceeding (hereinafter referred to as the "Complainant") against a student or former student (hereinafter referred to as the "Respondent") by filing a charge with the Associate Dean for Academic Affairs. A charge may be filed by more than one Complainant.
- b. The charge shall be filed within 180 days after the Complainant knows or should have known about the conduct complained of. The charge shall identify the Complainant, the Respondent and state in plain language and with reasonable particularity the date, place, and act complained of, and if possible, identify the standard of conduct which had been violated.
- c. Within 20 days after a charge is filed, the Associate Dean for Academic Affairs should inform the Respondent of the charge against him/her by providing a copy of the charge to his/her last known address, or, if appropriate to protect the confidentiality of the Complainant or third persons, a summary of the charge allegations.

Investigation and Resolution by the Associate Dean for Academic Affairs

- a. The Associate Dean for Academic Affairs may attempt, in the exercise of his/her discretion, to investigate and resolve the charge before referring it to the Discipline Committee for formal investigation. If the Associate Dean for Academic Affairs resolves the charge at this stage, the matter shall be concluded subject to the provisions in this paragraph. If not resolved, the Associate Dean for Academic Affairs shall refer the charge to the Discipline Committee no later than 60 days after the charge is filed. The Associate Dean for Academic Affairs shall inform the chair of the Discipline Committee of any charge intended to be resolved at this stage of the process and seek his/her counsel before entering into a final resolution. Any student or former student who the Associate Dean for Academic Affairs believes should be suspended, expelled, or subject to revocation of a degree has the right to have the charge referred to the Discipline Committee for investigation and subsequent proceedings in accordance with these Rules.
- b. The Associate Dean for Academic Affairs, after consultation with the chair of the Discipline Committee, shall have the discretion and authority to take any interim actions/he believes is in the best interest of the law school or any member of the law school community after a charge is filed and before it is finally resolved. Such interim action may include, but is not limited to, removing the Respondent or other student from a particular class or from the school.

Referral to the Discipline Committee for Investigation and Reasonable Cause Determination

- a. There shall be a Student Discipline Committee comprised of nine members: six from the full-time faculty and three students in good standing. The Student Discipline Committee shall elect a faculty member as the chair. The three student-members shall be selected by the Student Bar Association president-elect for one-year terms. The six faculty members shall be appointed by the faculty's Executive Committee for two-year terms.
- b. When a charge is referred from the Associate Dean for Academic Affairs to the Discipline Committee, the chair of the Discipline Committee shall appoint one faculty member to the committee (which may include the chair) as the "Investigator" who, along with the Associate Dean for Academic Affairs, shall have responsibility to investigate the charge allegations. Their investigation may, but is not

required, to include interviews with the Complainant, Respondent, and other witnesses and to review documents, including any investigation previously conducted. The Complainant and Respondent have a duty to fully cooperate in the investigation of the charge.

c. The Investigator and Associate Dean for Academic Affairs should attempt to complete their investigation within reasonable time, but in no event more than 120 days. After they complete their investigation, the Investigator and Associate Dean for Academic Affairs shall make a written determination whether there is reasonable cause to believe a rule violation or other misconduct has occurred and shall send their determination to the Associate Dean for Academic Affairs and chair of the Discipline Committee. There shall be no reasonable cause determination made without first providing the Respondent an opportunity to respond in writing or orally to the charge allegations. If it is determined there is not reasonable cause, the matter shall be terminated. If reasonable cause is found, the chair of the Discipline Committee shall convene a Hearing Panel.

d. The Respondent should be informed in writing within 20 days after a reasonable cause determination is made.

Referral for Hearing

a. If reasonable cause is found, the chair of the Discipline Committee shall select by lot two faculty members (which may include the chair) and one student member from the Discipline Committee to constitute a Hearing Panel (HP); provided, however, that the Investigator who conducted the reasonable cause investigation shall be excluded from consideration. The Hearing Panel shall select one of the faculty members to chair the Hearing Panel. Any member of the Discipline Committee who may be a witness shall be excluded from consideration for the Hearing Panel and shall not participate in any decisions made by the Hearing Panel. The chair of the Discipline Committee has the discretion to appoint interim members to the Discipline Committee in the event members are excluded under this Paragraph.

b. Within 10 days after the Respondent is informed of a finding of reasonable cause, she/he shall respond in writing to the Hearing Panel by admitting, denying, or otherwise responding to each factual matter charged. The chair of the HP may extend the time for such response.

c. The chair of the HP shall set a date for hearing within a reasonable time and issuance of the reasonable cause determination; provided, further, that the hearing date may be extended by the chair in his/her discretion for good cause shown.

d. Either the Associate Dean for Academic Affairs or Investigator shall be responsible for presenting the facts and evidence in support of the charge to the Hearing Panel (hereinafter referred to as the "Presenter").

e. Pre-hearing discovery shall be limited to the following. Upon request to the chair of the Hearing Panel, the Respondent shall be given all evidence which support the reasonable cause determination and any evidence which will be offered at the hearing to support the charge, except for evidence protected by attorney-client privilege or otherwise prohibited from disclosure by law. Upon request by the Presenter to the Respondent, the Respondent shall provide to the Presenter all evidence which support any denial of the charge allegations and any evidence which the Respondent will offer at the hearing in his/her defense, except for evidence protected by attorney-client privilege or otherwise

prohibited from disclosure by law. The chair of the HP may place restrictions on the use and disclosure of any evidence as a condition to the production of such evidence to protect the confidentiality or privacy interests of the law school or members of the law school community, or for other bona fide reason. Unless the chair of the HP sets a different date, the production of information required under this Paragraph should occur no later than 10 days after the request for production is made or five days prior to hearing, whichever comes first. The Hearing Panel may draw an adverse inference from the failure to produce any evidence required under this Paragraph.

f. The Investigator, Presenter, or Associate Dean for Academic Affairs shall have the authority at any time to Final Decision to discuss the Respondent a stipulated disposition of the charge. Any stipulated disposition after a charge is referred to the Discipline Committee but before a reasonable cause determination is made must be approved by the Dean and the chair of the Discipline Committee after consultation as appropriate with the Associate Dean for Academic Affairs, Investigator and/or Presenter. Any stipulated disposition after reasonable cause is found and prior to a Final Decision under these rules must be approved by the Dean and a majority vote of the Discipline Committee members, excluding members sitting on the Hearing Panel who shall now participate in any consideration of a stipulated disposition. If a stipulated disposition is approved as provided in this Paragraph, the matter shall be concluded. If a stipulated disposition is not approved, the matter shall proceed in accordance with these Rules.

Hearing and Recommended Decision

a. The hearing shall be conducted in such manner as to provide a full and true disclosure of the facts and do substantial justice. The rules of evidence shall not apply at hearing and the Hearing Panel may consider written and oral statements and documents which may be hearsay. The chair of the Hearing Panel has the discretion and authority to decide all procedural issues that may arise in connection with the hearing process.

b. The hearing shall not be open to third persons.

c. The Respondent, Presenter, and Hearing Panel members or their attorneys, or representatives may question witnesses and offer other evidence during the hearing. No person may be compelled to present evidence at hearing; provided, however, that an adverse inference may be drawn by the failure of the Respondent to speak on his/her own behalf at hearing. The chair of the Hearing Panel has discretion to limit the number of witnesses and questions. The chair may allow opening and closing statements and such other presentation of evidence or argument that she/he believes would be useful to the Hearing Panel.

d. Hearings shall be recorded on tape or by stenographer, and shall remain the property of the law school and shall be made available to the Respondent for review or copying, subject to any restrictions the chair of the Hearing Panel may impose to protect the confidentiality or privacy interests of the law school or members of the law school community, or for other bona fide reason. The transcript shall not be made available to third persons except as required by legal process.

e. After the presentation of evidence, the Hearing Panel shall decide by majority vote whether the charge allegations have been proven by clear and convincing evidence, shall issue a Recommended Decision and shall send the decision to the Respondent, Presenter, Associate Dean for Academic Affairs,

and Dean. The Hearing Panel should attempt to issue its decision within 30 days after the hearing concludes.

f. If the Hearing Panel finds against the Respondent, it may, but is not required to, recommend a sanction. The recommended sanction shall be included in the Hearing Panel's Recommended Decision. The Hearing Panel may seek the input of any relevant faculty member, student, or administrator before recommending a sanction which may include, but is not limited to:

i. Written Warning or Censure

ii. Disciplinary Probation: Exclusion from participation in school privileges or extracurricular activities for a specified period of time

iii. Change in grade. Entry of a reduced or failing grade in a course.

iv. Restitution: Financial reimbursement for damage or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damage.

v. Suspension: Exclusion from classes and other privileges or activities for a specified period of time.

vi. Expulsion: Termination of the student's status of an indefinite period of time. The conditions for readmission, if readmission is contemplated, shall be stated in the order of expulsion.

g. A Recommended Decision by the Hearing Panel in favor of the Respondent shall terminate the proceeding and constitute a Final Decision.

Review by Dean and Final Decision

a. A Recommended Decision by the Hearing Panel against the Respondent shall be reviewed in all cases by the Dean. The Respondent shall have seven days after receipt of the Recommended Decision to state his/her position in writing to the Dean concerning the decision. Failure by the Respondent to object to the Recommended Decision may be construed by the Dean as Respondent's agreement with Recommended Decision. The Dean may review the entire record presented to the Hearing Panel as part of his/her review.

b. The Dean shall make a non-reviewable Final Decision, giving appropriate deference to the factual findings of the Hearing Panel; provided, however, the Dean has the authority to reject or revise the Recommended and/or sanctions of the Hearing Panel, and, if necessary, to remand the matter to the Hearing Panel to consider additional evidence or to cure a material procedural error. If the Hearing Panel has not recommended a sanction, the Dean shall make that decision. The Dean may seek the input of any relevant faculty member, student, or administrator before deciding a sanction. The Dean shall issue a Final Decision within a reasonable time and receipt of the Recommended Decision of the Hearing Panel.

c. The Dean shall send his/her Final Decision in writing to the Respondent, Discipline Committee, Associate Dean for Academic Affairs and, as appropriate, any other member of the law school community who has a legitimate interest in knowing the Final Decision.

Effect and Disclosure of Disciplinary Decision

a. The Dean or Associate Dean for Academic Affairs may publish a written summary of the charge and Final Decision to faculty, students, and/or administrators. In such event the names of the Complainant and Respondent shall not be disclosed.

b. The law school reserves the right to (i) make full disclosure about disciplinary charges and findings to administrators, trustees, faculty, staff, and students (including all Disciplinary Committee Members) who need to know to process any disciplinary charge and disposition; (ii) advise all or select administrators, trustees, faculty members, students, and media of the charges, process, and disposition of a disciplinary matter without disclosing the name of the Respondent; (iii) make full disclosure in the context of any litigation involving or relating to a disciplinary matter; (iv) make full disclosure in response to legal process.

c. Any charge, resolution, stipulated disposition, Final Decision and sanction shall be placed and retained in a student's official law school file. Any suspension from attending school, expulsion or revocation of a degree for disciplinary reasons shall be recorded on a student's transcript. Further, the law school will respond truthfully to questions or other inquiries from other law schools, educational institutions, courts, bar admission committees, employers or other parties who have a legitimate interest in learning about any disciplinary charges, findings, and sanctions involving a student or former student and, in that respect, will respond truthfully to questions about allegations of dishonesty, character, or disciplinary proceedings brought against a student or former student.

Student Complaints Policy

Compliance with ABA Accreditation Standards

Reporting a Complaint

The John Marshall Law School wishes to hear any student questions or concerns about significant problems you may have that directly implicate the Law School's compliance with the ABA's Accreditation Standards. Any student having such a question or concern should submit a written complaint to the Associate Dean for Admission and Student Affairs as soon as possible, but in no event later than 30 days after the occurrence of the subject of the written complaint.

Your complaint must be filed and submitted online through the "Student Complaints – Compliance with ABA Accreditation Standards" form available on the Student Resources page on the Law School website or through the following link:

<http://www.jmls.edu/students/handbook/aba-complaint-form.asp>.

When you file and submit a complaint, you must provide your: full name, official law school e-mail address, telephone number, and street address, for further communication about the complaint.

The John Marshall Law School is accredited by the American Bar Association. Your complaint must identify the specific ABA Accreditation Standard at issue. The ABA standards can be found at http://www.americanbar.org/groups/legal_education/resources/standards.html.

Your complaint should describe in detail the behavior, program, process, or other matter that is the subject of your complaint.

Resolving the Complaint

When a formal written complaint has been made, the Associate Dean for Student Affairs and Admission shall investigate and attempt to resolve the complaint as soon as possible. The Associate Dean for Student Affairs and Admission shall respond to the complaint no later than 30 days after the filing of the written complaint.

Upon completing the investigation of the complaint, the Law School shall communicate its findings and, if appropriate, its intended actions to the complainant.

Appeal Process

If a complainant is dissatisfied with the response or outcome, that individual has the right to appeal the decision. The complainant should submit a written appeal to the Dean no later than 7 days from the date of the original response. The Dean shall respond to the appeal no later than 21 days after the filing of the written appeal. The Dean's decision shall be final.

Maintaining a Written Record of the Complaint

A copy of all complaints and a summary of the resolution of the complaint shall be maintained in the Office of the Associate Dean for Student Affairs and Admission for up to eight years from the date of final resolution of the complaint.

Protection Against Retaliation

The Law School will not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.

Other complaints

This policy does not alter other complaint procedures which the law school provides for in other policy statements and procedures. You may find them in the Student Handbook.

Protection from Discrimination and Harassment Policy

The Law School has been embracing diversity and equal opportunity since its founding in 1899. Our founders believed that a legal education should be available to any qualified person regardless of their economic station in life, or their "racial origin, sex, color or religious affiliation." That tradition continues.

It is the policy of The John Marshall Law School (“JMLS” or the “Law School”) to provide an educational environment for our students free from sexual discrimination, harassment and sexual violence and from discrimination and harassment based on race, color, sex, religion, national origin, ancestry, age, disability, sexual orientation and gender identity. This policy applies to all aspects of the educational process including academic and extracurricular activities.

Discrimination and Harassment Is Prohibited.

The Law School does not tolerate discrimination against any student based on his or her race, color, sex, religion, national origin, ancestry, age, disability, sexual orientation and gender identity. This policy applies to all aspects of the educational environment including admissions, educational programs and services and extracurricular activities.

Civility and professionalism are not only requirements of our profession but are critical to the success of a vibrant educational environment. The Law School will not tolerate conduct that objectively and subjectively limits or interferes with a student’s ability to participate in or benefit from the Law School’s programs because of the student’s race, color, sex, religion, national origin, ancestry, age, disability, sexual orientation and gender identity. Harassment can consist of words or conduct. Although freedom of expression is vital to the educational process, it does not excuse harassment targeted at specific persons or groups because of characteristics not relevant to the Law School’s educational mission.

Sexual Harassment and Sexual Assault.

An essential element of this policy is the prohibition against offensive, disrespectful, demeaning, or violent behaviors and/or communications because of a student’s gender or that is sexual in nature or context. Prohibited behaviors include, but are not limited to:

Making unwelcome sexual advances or requests for sexual favors.

Engaging in offensive or violent verbal or physical conduct of a sexual nature when the conduct is sufficiently severe, persistent, or pervasive to limit a student’s ability to participate in or benefit from an educational activity, or it creates a hostile educational environment.

Explicitly or implicitly conditioning a student’s participation in an educational program or activity, or basing an educational decision on a student’s submission to unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Prohibited behaviors can be verbal, non-verbal, or physical. This policy applies to behavior that occurs on- or off-campus, if the behavior interferes with or limits a student’s ability to participate in, or benefit from, school programs. Examples of prohibited verbal behaviors include, but are not limited to, unwelcome sexual innuendo, gender stereotyping, sexual propositions and comments, insults, threats, and jokes about gender-specific traits including through electronic media. Examples of prohibited non-verbal behaviors include, but are not limited to, unwelcome sexually suggestive or insulting noises, obscene gestures and display of sexually suggestive objects or pictures. Examples of prohibited physical behaviors include, but are not limited to, stalking, physical aggression, unwelcome touching, coercive sexual contact, intimate partner violence and sexual assault.

This policy prohibits the conduct described herein whether or not it violates Title IX of the Education Amendments of 1972.

Application to all Members of the Law School Community

This policy prohibits all students, employees, and faculty from engaging in behaviors that violate this policy and protects all students from such behavior by other students, employees, faculty, or third persons. The Law School is committed to taking prompt and effective action when it knows or has reason to know that a violation of this policy may have occurred.

Policy Coordinator

The Associate Dean for Student Affairs shall be responsible for the administration of this policy.

Making a Complaint

A student, employee or faculty member may submit a complaint or report a violation of this policy by:

- 1) Calling the JMLS Harassment Prevention Hotline at 312.427.2737 x506
- 2) Contacting the Associate Dean for Student Affairs or
- 2) Contacting any dean or faculty member.

Reports of offensive behaviors inconsistent with this policy should be made promptly after the alleged policy violation occurs. The submission of an internal report does not preclude the complainant from seeking relief elsewhere.

Any faculty member, administrator and manager who knows or has reason to believe that a violation of this policy has occurred has an obligation to report the matter to the Associate Dean for Student Affairs, whether or not the victim has complained.

Once a report or complaint has been made, the individual receiving the report or complaint should advise the Associate Dean for Student Affairs. The Policy Coordinator will have responsibility for processing the report or complaint as described below.

The Law School shall inform an alleged victim of the right to file a criminal complaint or police report in cases of sexual violence. However, the Law School shall not wait for a criminal or other external investigation to conclude before taking immediate steps to protect the victim or, absent special circumstances, to conduct an investigation under this policy.

Confidentiality

The Law School shall take reasonable measures to maintain the confidentiality of information obtained during the processing of a report or complaint and shall make disclosures only on a need to know basis. The Law School will attempt to protect the identity of the alleged victim and witnesses. However, the Law School cannot guarantee anonymity or confidentiality and may make disclosures as necessary to conduct a full and fair investigation.

Informal Processing

The Associate Dean for Student Affairs will consult with the alleged victim to determine whether the matter initially can be handled through informal processes. The informal process may consist of mediation, counseling or other efforts by the Law School to resolve the matter to the satisfaction of the alleged victim. In no event will a student victim be required to work out a problem directly with the alleged perpetrator without participation by a representative of the Law School. Informal processing shall never be appropriate in cases involving allegations of sexual violence. The alleged victim should be made aware of the option to request formal processing at any time. If the matter is resolved during

informal processing, a report containing the allegations and disposition shall be made and maintained by the Associate Dean for Student Affairs.

Formal Processing and Investigation

If informal processing is not successful or appropriate, the matter will be formally processed. The Associate Dean for Student Affairs shall be responsible for the process. The Associate Dean for Student Affairs or his/her designee should interview the alleged victim and obtain as much detail as possible concerning the alleged policy violation. The alleged victim may be asked to provide a written statement but a written complaint or statement is not required to proceed.

The scope and method of the investigation will be at the discretion of the Associate Dean for Student Affairs. Either the Associate Dean for Student Affairs or his/her designee may conduct the investigation so long as the investigator is neutral and has no conflict of interest. Both the alleged victim and perpetrator will be afforded an equal opportunity to identify relevant witnesses and provide evidence to the investigator. Under no circumstances shall the alleged perpetrator be permitted to question directly the alleged victim. The investigator shall attempt to complete his/her investigation within 60 days following receipt of a report or complaint, although additional time may be required for good reason. Interested parties may be represented by counsel but counsel may not attend investigatory interviews and the parties are expected to cooperate with the investigation and speak for themselves.

The investigator will determine whether there is a preponderance of evidence to find a policy violation. If so, the investigator, in consultation with the Associate Dean for Student Affairs and other appropriate persons (e.g., any dean, security), shall make recommendations to remediate the situation including, as appropriate, the initiation of additional proceedings against a student perpetrator under the Student Code of Conduct and Student Disciplinary Proceedings or against a faculty perpetrator under the Tenure and Promotion Policy as provided herein; providing an escort for the victim; separating the victim and perpetrator; providing counseling services; providing academic support services; and allowing a student to retake a course or withdraw from a class without penalty. The investigator shall prepare a written report of his/her findings and recommendations and shall inform the alleged victim and perpetrator in written summary form of the findings and recommendations including any remedial measures being recommended.

Either party may appeal the findings or recommendations to the Dean within seven calendar days. The Dean (or designee) may review the investigatory file, determine whether additional investigation is necessary and/or whether other or additional remedial measures are appropriate. The Dean shall complete his/her review and shall issue a final decision within 30 days.

Interim Measures

The Law School may take whatever interim measures it deems appropriate to protect an alleged victim or witnesses as soon as a report or complaint is received. Such measures may include prohibiting the alleged perpetrator to have any contact with the victim or witnesses and/or denying on-campus access to the alleged perpetrator. The alleged victim should be informed immediately of the Law School's policy against retaliation and told that any form of retaliation should be promptly reported to the Associate Dean for Student Affairs.

Coordination with Other Policies

Any disciplinary or other corrective action taken against a student for violation of this policy shall not be subject to review or approval under the Rules for Student Disciplinary Proceedings unless the recommended disciplinary action is the permanent expulsion or dismissal of a student from the Law

School. In that event the student may request review by a Hearing Panel within 15 days after being informed of the School's intent to permanently expel or dismiss the student. The Hearing Panel shall be constituted under Section E.1 of the Rules for Student Disciplinary Proceedings. The sole issue for the Hearing Panel shall be whether the student should be expelled or dismissed from the Law School. The Associate Dean for Student Affairs or his designee shall provide the Hearing Panel with the investigatory findings and recommendations and shall make a presentation to the Hearing Panel. The student facing expulsion or dismissal shall have an opportunity to be heard. The Chair of the Hearing Panel shall decide in his/her sole discretion whether to hear any other witnesses or evidence and shall decide all procedural issues, with a view toward protecting the victim from embarrassment, loss of privacy and humiliation. In no event shall there be any examination or cross-examination of any witnesses by the alleged perpetrator or his/her counsel. The Hearing Panel shall not have authority to rescind any remedial action taken under this policy. The Hearing Panel shall not include any person who participated in the investigation under this policy; provided, however, that the Dean shall retain authority to review the Hearing Panel's recommendation and to make the final decision.

The Law School reserves the right to take any appropriate disciplinary action including termination against an employee who violates this policy; provided, however, that a disciplinary action taken against a tenured faculty member for violation of this policy may be reviewed under Articles Seven, Eight or Nine of the Faculty Tenure and Promotion Policy; provided, further, that any remedial action intended to protect the victim or prevent further violation of this policy shall not be subject to review.

Non-Retaliation

It is a violation of this policy for any member of the Law School community to retaliate against a person who makes a good faith report or complaint under this policy, or who participates in good faith in an investigation. The Law School shall respond to allegations of retaliation in accordance with the procedures contained in this policy.

Dissemination

This policy shall be published in the Student Handbook, posted in areas where all persons may review it, including the Law School's Intranet site, and obtained upon request from any dean, department head, or supervisor.

Drug and Alcohol Abuse Policy

It is the policy of The John Marshall Law School to create a drug-free environment in keeping with the spirit and intent of the Drug-Free Schools and Communities Act. The unlawful manufacture, distribution, dispensation, possession, sale, or use of illicit drugs and alcohol on the law school premises or while engaged in the law school's business off premises is strictly prohibited. The illegal use of drugs does not include the use of a drug taken under the supervision of a licensed health care professional or other uses authorized by law. The illegal use of drugs and alcohol is inconsistent with the behavior expected of employees and students, subjects all employees, students and visitors to unacceptable safety risks, and undermines the law school's ability to operate effectively and efficiently. Compliance with the standards of conduct described above is mandatory. The legal consequences of drug abuse and dealing are substantial. With respect to drug dealing, the penalties range from a Class B misdemeanor to a Class 2 felony for any person convicted of dealing cannabis, depending on the amount involved. Fines of up to \$100,000 may be imposed. Depending on the amount and type involved, the penalties for dealing controlled substances range from a Class 3 felony to a Class X felony. Fines of up to \$500,000 may be

imposed. With respect to drug possession, possession of any substance containing cannabis can range from a Class C misdemeanor to a Class 3 felony. Depending on the amount or type of substance involved, the penalties for possessing a controlled or counterfeit substance range from a Class 4 felony to a Class 1 felony. The offenses carry a maximum prison sentence of 50 years and a fine of up to \$200,000 or the full street value of the substance, whichever is greater.

There are many health risks associated with the use of illicit drugs and the abuse of alcohol. Alcohol consumption in even low doses causes a number of marked changes in behavior. Repeated use of alcohol can lead to dependence. Long-term consumption of large quantities of alcohol, particularly when combined with poor nutrition, can lead to permanent damage to vital organs such as the brain and liver.

To educate employees and students on the dangers of drug abuse, the law school has established a drug-awareness program. As part of the law school's program, materials are periodically made available to all employees and students, describing the dangers of drug and alcohol abuse, the law school's policy regarding drugs and alcohol, and the availability of counseling. The law school will impose disciplinary sanctions consistent with local, state and federal laws on students and employees who violate the standards of conduct outlined above. Students who violate rules prohibiting illicit drug and alcohol possession or distribution are subject to expulsion. Employees who violate any aspect of this policy are subject to dismissal. At its discretion, the law school may require employees or students who violate this policy as a condition of remaining employed by or enrolled in any law school program to successfully complete a drug-abuse assistance or rehabilitation program. Sanctions under the Act may also include referral to appropriate authorities for prosecution. The Associate Dean for Academic Services is responsible for enforcement of the law school's Drug and Alcohol abuse policy.

Campus Crime and Security Policy

Pursuant to 20 United States Code section 1092(f), the "Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act," and the Code of Federal Regulations (CFR) and the Higher Education Opportunity Act of 2008 each institution of higher education in the United States which participates in federal student aid programs must produce and distribute an annual security report containing crime statistics and statements of security policy.

The John Marshall Law School (JMLS) Annual Security Report includes statistics for the previous three years concerning reported crimes that occurred on campus; in certain off-campus buildings or property owned or controlled by JMLS; and on public property within, or immediately adjacent to and accessible from, the campus. This report is made available to all students, faculty, staff and guest of JMLS

The report also includes institutional policies concerning campus security, such as policies on drug use, crime prevention, the reporting of crimes, sexual assault, evacuation in the event of building emergencies and other matters. You can obtain a copy of this report by contacting the JMLS Campus Safety and Security Director, Ali Haleem at ahaleem@jmls.edu, 312-427-2737 ext 339 or by visiting the Campus Security webpage off the main site of JMLS and downloading the report.

During the hours that the law school is open, each one of the three (3) security desks are staffed with highly experienced and trained security professionals. Any individual who witnesses a crime or suspects that a crime has been committed should report the matter to the JMLS Campus Safety and Security

Department by dialing extension 501 from any on campus house phone or dial 312-427-2737 ext 501 from any cell phone. The JMLS Campus Safety and Security Department will contact the proper authorities should such an action be deemed necessary by the administration.

An important aspect of the law school’s security program is the strict enforcement of the local and federal laws regarding the possession, use, or sale of illegal drugs on the law school premises. In that regard, the law school will pursue disciplinary or other legal measures where an individual has been found to have possessed, used or sold illegal drugs or to have engaged in the unauthorized consumption of alcohol on the school premises. Please refer to the law school’s posted policy on Drug and Alcohol Abuse. The law school has been reporting statistics related to the occurrence on campus of the crimes of murder, rape, robbery, aggravated assault, burglary, and motor vehicle theft since July 1, 1993.

Campus Crime Report

In compliance with the Act, the law school makes the following disclosures:

Incidents	2010	2011	2012
Murder	0	0	0
Forcible sex offenses	0	0	0
Non-forcible sex offenses	0	0	0
Robbery	0	0	0
Aggravated assault	0	0	0
Burglary	0	0	2
Motor-vehicle theft	0	0	0
Arrests			
Liquor-law violations	0	0	0
Drug-law violations	0	0	0
Weapon violations	0	0	0

As of March 7, 2013 The John Marshall Law School will begin to report crime statistics in accordance to the amendments to the Jeanne Clery Act and Campus Sexual Violence Elimination Act or Campus SaVE Act, itself enacted as part of the Violence Against Women Reauthorization Act of 2013. The new reporting will consist of Criminal Homicide (murder and non-negligent manslaughter), Sex Offenses-forcible (forcible rape, forcible sodomy, sexual assault with an object, forcible fondling), Sex Offenses-non-forcible (incest, statutory rape), Robbery, Aggravated assault, Burglary, Motor Vehicle Theft, Arson, and Hate Crimes (race, gender, sexual orientation, ethnicity, disability), Larceny, Simple Assault, Intimidation, Destruction/Damage/Vandalism of Property, Drug/Narcotic Violations, Liquor Law Violations and Weapons: Carrying, Possessing, etc annually.

The Department of Education required definitions of reportable Clery Crimes are as follows:

1.Clery Act Reportable Crimes

- ***Criminal Homicide (Murder)***-The willful (non-negligent) killing of a person by another.
 - ***Criminal Homicide (Manslaughter)***-The killing of another person through gross negligence.
 - ***Sex Offense (Forcible)***-Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will, where the victim is incapable of giving consent because of his/her temporary or permanent mental or physical incapacity or youth. Includes attempts.
- A.** Forcible Rape—carnal knowledge of a person

- B. Forcible Sodomy—oral or anal sexual intercourse with another person
 - C. Sexual Assault with an Object—the use of an object or instrument to unlawfully penetrate, however slightly, the genital or anal opening of the body of another person
 - D. Forcible Fondling—the touching of the private body parts of another person for the purpose of sexual gratification
- **Sex Offense (Non-forcible)**-Any unlawful, but consensual sex act with another person. Includes attempts.
 - A. Incest—non-forcible sexual intercourse between persons who are related to each other within the degrees wherein marriage is prohibited by law
 - B. Statutory rape—non-forcible sexual intercourse with a person who is under age 18
- **Robbery**-The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear.
 - **Aggravated Assault**-An unlawful attack by one person upon another for the purpose of inflicting severe or aggravated injury. This type of assault usually involves the use of a weapon or means likely to produce death or great bodily harm. It is not necessary that injury result from an aggravated assault when a weapon is used which could and probably would result in serious personal injury if the crime were successfully completed.
 - **Burglary**-The unlawful entry of a structure to commit a felony or a theft. This definition includes: unlawful entry with intent to commit a larceny or felony; breaking and entering with intent to commit a larceny; housebreaking; safecracking; and all attempts to commit any of the aforementioned.
 - **Motor Vehicle Theft**-The theft or attempted theft of a motor vehicle. Includes cases where vehicle is taken by persons not having lawful access even though the vehicle is later abandoned.
 - **Arson**-Any willful or malicious burning or attempt to burn, with or without intent to defraud, a dwelling house, public building, motor vehicle or aircraft, personal property of another, etc.

2. Clergy Act Reportable Hate Crimes

- With regard to (a) each of the crimes listed above and (b) any other crime involving bodily injury we must report, by category of prejudice, each such crime that manifests evidence that the victim was intentionally selected because of the victim’s actual or perceived race, gender, religion, sexual orientation, ethnicity or disability. The hate standard is met based on evidence of the motivation of the perpetrator to select the victim or the crime, not the victim’s perception.
- **Larceny (Theft)**-The unlawful taking, carrying, leading, or riding away of property (except the theft of a motor vehicle) from the possession or constructive possession of another. Attempts are included. Embezzlement, confidence games, forgery, worthless checks, etc., are excluded.
- **Simple Assault**-An unlawful physical attack by one person upon another where neither the offender displays a weapon, nor the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness.

- **Intimidation**-To unlawfully place another person in reasonable fear of bodily harm through the use of threatening words and/or other conduct, but without displaying a weapon or subjecting the victim to actual physical attack.
- **Destruction/Damage/Vandalism of Property**-To willfully or maliciously destroy, damage, deface, or otherwise injure real or personal property without the consent of the owner or the person having custody or control of it.

3. Clery Act Reportable Arrests or Referrals

- **Drug/Narcotic Violations**-The violation of laws prohibiting the production, distribution, and/or use of certain controlled substances and the equipment or devices utilized in their preparation and/or use. The unlawful cultivation, manufacture, distribution, sale, purchase, use, possession, transportation, or importation of any controlled drug or narcotic substance. Arrests for violations of state and local laws, specifically those relating to the unlawful possession, sale, use, growing, manufacturing, and making of narcotic drugs.
- **Liquor Law Violations**-The violation of state or local laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, or use of alcoholic beverages, not including driving under the influence and drunkenness.
- **Weapons: Carrying, Possessing, Etc.**-The violation of laws or ordinances prohibiting the manufacture, sale, purchase, transportation, possession, concealment, or use of firearms, cutting instruments, explosives, incendiary devices, or other deadly weapons.

School Closings/Emergency Notification Policy

Closings will be announced on CBS, NBC, WGN and Fox television station.

The John Marshall Law School has also adopted a **MANDATORY REGISTRATION** of all students, faculty and staff into our Emergency Notification System [ENS]. The ENS system gives you emergency notification of urgent John Marshall community notices in real time. Once a student signs up for ENS, the school can text the student's cell phone with timely information about emergencies. Students can also receive urgent voicemails to their cell phone through ENS. Additionally students can opt to receive these alerts via e-mail. These alerts would be of a critical nature only. The nature of the alerts is listed below:

- Emergency Broadcasts
- Terrorist Alerts
- Weather Advisories
- School Closings
- All-Points-Bulletin (APB)
- Building Evacuations
- Shelter-in-Place crisis situations such as an Active Shooter on campus
- Campus Lockdown
- Critical Timely Warnings

Safety Policy

Emergency Evacuation Guide

The purpose of this document is to describe the procedure for the safe evacuation of The John Marshall Law School facility in the case of an emergency. This is accomplished by everyone learning how to exit the building quickly and calmly, ensuring unobstructed exit paths, appropriate emergency lighting, prompt evacuation, allowing immediate access for emergency response personnel and identifying designated personnel to assist in the evacuation.

Background

It is the policy of the law school to take reasonable steps to protect the safety and health of every student, faculty, staff, contractor, guest, and visitor. Evacuation of the building may be required for a number of reasons including fire or smoke, utility failure, chemical spill, explosion, bomb threat, or gas leak. This plan describes the evacuation procedures for the John Marshall buildings and the responsibilities of all personnel involved in the evacuation.

The John Marshall Law School has a Fire Safety Plan, smoke detectors, fire extinguishers, alarm pull stations, and evacuation routes. Scheduled building evacuation drills will be held twice per year.

Evacuation Guide – Fire

In case of fire on campus, dial 9-911, then security at ext. 501.

Stay calm, keep others calm.

1. Learn the location of fire extinguishers, fire exits, and alarm pull stations in your area and know how to use them. Fire extinguishers are usually near the elevators or stairwells.
2. If a minor fire appears controllable, IMMEDIATELY contact the fire department (9-911) and security (ext. 501). Then pull the fire extinguisher from the wall and promptly direct its discharge at the base of the flame, sweeping back and forth. Begin at a safe distance (6-8 feet), and never let a fire get between you and your exit. Even if you are able to completely extinguish a fire, the fire department still needs to be notified for an inspection.
3. If an emergency exists, activate the building alarm.
4. For large fires that do not appear controllable, IMMEDIATELY notify the fire department by calling 9-911. Give the address of the building you are in on campus which could be as follows: (State Street building is 304 South State Street, Plymouth Court building is 315 South Plymouth Court, the Veterans Legal Clinic is 19 West Jackson Boulevard and the Chicago Bar Association building is 321 South Plymouth Court), the floor you are on and nature of the emergency. Do not enter a room with fire; close all doors to confine the fire and reduce oxygen. DO NOT LOCK DOORS. Pull the fire alarm if the alarm is not already going off.
5. If you hear the building alarm, or are instructed to evacuate, walk quickly to the nearest marked exit and alert others to do the same.
6. In-class faculty members are responsible for directing students to the nearest exit and confirming that all students have exited. If you are not in a classroom when an alarm sounds, evacuate the building via the nearest interior staircase. Fire drills will be conducted semiannually; to help building occupants learn their escape routes. Evacuation maps are posted near the elevator lobbies on each floor.
7. **ONLY USE THE EXTERIOR FIRE ESCAPE IF ALL INTERIOR ESCAPE ROUTES ARE BLOCKED BY SMOKE OR FLAME.**
8. Remember that elevators are reserved for disabled persons. DO NOT USE AN ELEVATOR IN CASE OF FIRE. STAY CALM. KEEP OTHERS CALM. Many building occupants do not recognize their own need for assistance. Encourage your friends and colleagues to identify themselves, if you think they may need specific assistance during an emergency. Let people know that while self-identification is voluntary, you can ask that the information be kept confidential and that it only be shared with those who have responsibilities for emergency response.
9. Once outside, move to the designated meeting area, which is Pritzker Park located south of the school.

10. Follow the directions of faculty and Campus Safety and Security Emergency Response Team members until you are outside and at the meeting point.

11. **DO NOT RETURN TO AN EVACUATED BUILDING** unless told to do so by an authorized school official.

**Note: If you become trapped in a building during a fire and a window is available, place an article of clothing (shirt, coat, etc.) outside the window as a marker for rescue crews. If there is no window, stay near the floor where the air will be less toxic. Shout at regular intervals to alert emergency crews of your location.*

Utility Failure

In the event of any building-wide loss of power or water, all students, faculty, and staff are to evacuate the law school immediately and efficiently.

Use the interior stairs to evacuate the building. If you hear someone trapped in an elevator, please inform security as soon as possible. Ask persons who are disabled how you can best assist them in the evacuation.

In the event of a power loss, emergency lighting will provide sufficient illumination in corridors and stairs for safe exiting for a short time, though elevators will not function. Everyone must evacuate the law school if a power loss occurs.

Once outside, move south to the alley area between the parking garage and the park (the designated area). Keep the walkways, fire lanes, and hydrants clear for emergency crews.

DO NOT RETURN TO AN EVACUATED BUILDING unless told to do so by an authorized school official. Information about the evacuation and possibility of reentering the building will be announced in the designated area.

SHELTER-IN-PLACE--ACTIVE SHOOTER

An active shooter is defined as an armed person who has used deadly physical force on other persons and continues to do so while having unrestricted access to additional victims.

If you are involved in a situation where someone has entered the law school and started shooting, the following is a list of actions that can be taken. Please note that an active shooter is very unpredictable. The below guidelines are merely recommendations that are based on past encounters of this kind. You may have to alter some of these suggestions, depending on the given situation.

1. Exit the building immediately.
2. On your way out of the building, inform anyone along your path to exit the building.
3. Notify John Marshall Security.
4. **DO NOT** gather near the buildings, but walk to a location out of the shooter's range.
5. Call **911** and be prepared to give them the following information to the best of your ability:

- Your name
- Location of the incident (address, organization, floor, etc.)
- Number of shooters
- Identification of shooters (name, description, gender, weapon type)
- Building population
- Your present location
- Number of victims

If you are directly involved in the incident and exiting the building is not possible, the following actions are recommended:

- Go to the nearest room or office that can be locked from the inside
- Close and lock the door
- Turn off the lights
- Cover the door windows
- Keep quiet, remain out of sight, and act as if no one is in the room
- **DO NOT** answer the door until you are sure the situation is safe
- Notify Law Enforcement by dialing **911** and or The John Marshall Law School Security at **312.427.2737 ext. 501**

SHELTER-IN-PLACE—ENVIRONMENTAL

An environmental shelter-in-place is a procedure where the entire building population is moved to a single or multiple location(s) in a building. This is most commonly used during weather emergencies or when an extremely hazardous substance is released into the outside atmosphere.

Procedures

- Stay inside your building, or immediately go into the nearest building
- Close all windows
- Immediately go to an area inside the building, away from exterior walls and windows
- Await further instructions from emergency personnel
- **DO NOT** evacuate the building until you receive an "all clear" from emergency personnel

MEDICAL EMERGENCY:

In the event of an emergency medical incident or illness to faculty, staff, student, or visitor in your office area, try to ascertain as much information about the injury and injured person as possible.

1. Do not attempt to move the person if they have fallen.
2. Keep the victim warm and comfortable.
3. **Call 9-911** to request an ambulance.
4. Give this information to dispatcher:

- Building address – 304 S, State Street (State Street Building), 315 S. Plymouth Ct (Plymouth Building), 19 W. Jackson (Veterans Clinic), or 321 S Plymouth (CBA Building)
 - Floor of building and location of emergency on floor
 - Any details about the medical emergency or illness
 - Injured person's name, Date of Birth or Age, Conscious and Coherent (yes or no)
5. Notify **Security at ext. 501.**
 6. Comfort the victim and reassure them that medical assistance is on the way.
 7. Be aware of hazards associated with Blood borne Pathogens. Do not come into contact with bodily fluids.
 8. After the victim's immediate needs have been taken care of, remain to assist security/medical services with pertinent information about the incident.
 9. Notify victim's supervisor.

FIRST AID/CPR/AED

The security desks located at 304 S State, 315 S Plymouth Ct and 19 W Jackson have all been recently equipped with level one (1) first responder medical bags and Reviver AED's. Each desk is set to administer first aid at the desk or security personnel can respond to your location if needed by dialing extensions 501 or 507. Please give the security personnel your location, nature of the injury, your name, if emergency medical attention is required, or what type of first aid is needed. Each security member has undergone training and is certified as first aid responders/CPR/AED administrators.

SAFETY TIPS FOR THE JMLS COMMUNITY

JMLS is committed to providing a safe and secure learning, working, and living environment to its community. Because JMLS is an urban campus, it is important for students, faculty, and staff to keep the following safety tips in mind when traveling through the city of Chicago.

- When you are alone, avoid wearing headphones, try not to be engrossed in reading, and avoid talking on your cellular telephone for long periods of time.
- Carry wallets in a coat or front pants pocket.
- If someone tries to rob you, give up your property—don't give up yourself. Don't struggle with an offender unless it's absolutely necessary.
- Report crime immediately. If a crime goes unreported:
 - The assailant cannot be caught.
 - Criminals are allowed to operate without interference.

Not reporting a crime allows the criminals to commit more crimes against other people. Whether you are a victim or a witness, call the police at 911. Give as complete a description as possible, as soon as possible. Write it down! You may not remember it when you need it. Make

notes about the offender's height, weight, sex, age, race, distinguishing marks and clothing. Get witnesses if you can.

TO REPORT A CRIME OR AN EMERGENCY ON CAMPUS:

Find the nearest house phone throughout the campus property and dial extension 501 this will take you directly to the State Street Security Desk. From your cell phone dial 312-427-2737 then enter extension 501.

Weapons Policy

I. Statement of Purpose

The John Marshall Law School ("JMLS") hereby establishes the JMLS Weapons Policy pursuant to the 2013 Illinois Firearm Concealed Carry Act (430 ILCS 66) and its enabling regulations. JMLS is committed to providing a safe and secure environment for the JMLS community and its visitors by prohibiting the possession of firearms and other weapons on the JMLS Campus.

II. Persons Covered by this Policy

- a. This Policy applies to all faculty, staff, students, vendors, and visitors to the JMLS Campus as defined in this Policy. Visitors include prospective and former students, family members, visiting students and faculty and attendees at JMLS sponsored or hosted ceremonies, seminars, competitions and conferences.

III. Prohibited Activities

- a. Weapons or Firearms
 - i. "Campus" includes the JMLS 304 South State Street building, the JMLS 315 South Plymouth Court building, the JMLS 19 West Jackson building, 55 East Jackson 10th floor premises, the 321 South Plymouth Court Chicago Bar Association Building floors 8, 9, 10, 11, 14, 15, 16, 17 and any other real property owned, leased or controlled by JMLS, where JMLS provides, sponsors or hosts programs, meetings, activities or classes. "Campus" includes motor vehicles owned, leased or controlled by JMLS.
 - ii. JMLS maintains a Weapons Free Campus. It is the policy of JMLS to prohibit any person:
 1. From possessing a weapon or firearm (concealed or otherwise) on Campus unless the individual is specifically authorized by federal or state law or receives advance written consent of the Manager of Campus Security for JMLS.
 2. From displaying, brandishing, discharging or otherwise using any weapon or firearm on Campus.

IV. Exceptions

- a. This Policy does not apply to (i) law enforcement officers who are required to carry a weapon or firearm as a condition of his or her employment, (ii) external government agency officers required to carry a weapon or firearm while conducting official business at JMLS, (iii) and retired law enforcement personnel with valid Retired Officer Carry Cards.

V. Enforcement

- a. Any person (including students and employees) who violates this Policy will be required to leave Campus and may be permanently banned from Campus and/or referred to law enforcement for arrest and prosecution.
- b. Any student who violates this Policy is subject to discipline including expulsion.
- c. Any employee who violates this Policy is subject to discipline including termination.

VI. Distribution of Information Regarding Policy

- a. The Administration and the Manager of Campus Security are responsible for the development and distribution of information regarding this Policy to the JMLS community, media and public.

VII. Definitions

- a. A “firearm” is defined as a loaded or unloaded handgun and a “handgun” is defined as any device designed to expel a projectile or projectiles by the action of an explosion, expansion of gas, or escape of gas and to be held and fired by the use of a single hand.
- b. A “weapon” is defined as (i) any device, whether loaded or unloaded, that shoots a bullet, pellet, flare or any other projectile including those powered by CO2 including but not limited to machine or other automatic weapons, guns, rifles, shotguns, BB/pellet gun, paint ball gun, flare gun, stun gun, taser or dart gun and any ammunition for any such device, (ii) any replica of the foregoing, (iii) any explosive device including but not limited to firecrackers and black powder, and (iv) any device that is designed or traditionally used to inflict harm including but not limited to a bow and arrow, a knife with a blade longer than three inches, hunting knife, fixed blade knife, throwing knife, dagger, razor or other cutting instrument in which the blade is exposed.

VIII. Campus Safety and Security Department

- a. The Campus Safety and Security Department will be responsible for the development of procedures and protocols for confiscation of weapons and firearms.
- b. The Manager of Campus Security will post and maintain signs at all building entrances indicating that concealed firearms are prohibited. Signs shall comport with the design approved by the Illinois State Police.

- c. The approved 2013 Illinois State Police sign to be posted in compliance with the Illinois Firearm Concealed Carry Act 430 ILCS 66/65:



Sexual Assault, Relationship Violence, and Stalking Policy

In accord with the federal law entitled Campus Sexual Violence Elimination Act, or Campus SaVE Act, enacted as part of the Violence Against Women Reauthorization Act of 2013, The John Marshall Law School (JMLS) adopts the following policy.

Sexual Assault, Relationship Violence (including Domestic Violence and Dating Violence) and Stalking are unacceptable and are not tolerated at JMLS. Retaliation, as defined below, is also prohibited.

JMLS encourages anyone who has been subjected to Sexual Assault, Relationship Violence and/or Stalking to seek appropriate treatment and to report the incident promptly to the police and/or JMLS officials. JMLS has professional staff that will assist student victims in obtaining help, including immediate medical care, counseling and other essential services. Specific policies, methods for reporting and seeking treatment, and resources are described below.

If the alleged offender is a member of the JMLS community, JMLS will take prompt action to investigate and, where appropriate, to impose sanctions. Students, Faculty and Staff who violate school policy are subject to Code of Conduct Procedures and may also be the subject of a criminal prosecution and/or a civil lawsuit. Procedures applicable to staff are found in the Employee Guidelines and procedures applicable to faculty are found in the Faculty Policy.

I. Definitions

Sexual Assault is any touching, fondling, or penetration by the accused, either directly or through the clothing, of the person's breasts, anal or genital areas, or other intimate parts,

without **Affirmative Consent**, as defined below. Sexual Assault is an extreme form of sexual harassment. See Policy on Discrimination, Harassment, and Retaliation in the Student, Faculty, and Staff Handbooks.

Affirmative Consent maintains the value that all persons have the right to feel respected, acknowledged, and safe during sexual interactions. Consent to sexual activities must be freely given and must be clearly and unambiguously expressed, by word or actions. Silence, lack of protest, manner of dress, or an existing or prior relationship between the individuals does not necessarily indicate that consent has been given. Intoxication of the alleged offender is not a defense to sexual assault. See also the definition of consent under Illinois law 720 ILCS 5/11-1.70.

A person cannot give consent if they are underage (in Illinois, the age of consent is **17**), incapacitated by drugs or alcohol, or temporarily or permanently mentally or physically unable to do so. If a person is asleep, drunk, or under the influence of drugs, that person cannot give consent and a sexual act with that person would constitute sexual assault.

The following points are important aspects of affirmative consent:

- Consent must be ongoing throughout a sexual encounter and can be revoked at any time;
- Consent can be communicated verbally or by action(s). In whatever way consent is communicated, it must be mutually understandable. Although consent does not need to be verbal, verbal communication is the most reliable form of asking for and gauging consent, and you are thus urged to seek consent in verbal form. Talking with sexual partners about desires and limits may seem awkward, but serves as the basis for positive sexual experiences shaped by mutual willingness and respect;
- Consent to some sexual acts does not imply consent to others, nor does past consent to a given act imply present or future consent;
- Silence alone (absent a non-verbal action clearly demonstrating consent) is not considered consent. Consent cannot be inferred from the absence of a "no"; a clear "yes," verbal or otherwise, is necessary;
- Affirmative consent can never be given by minors, mentally disabled individuals, or incapacitated persons. A person may be incapacitated as a result of alcohol or other drug use. Engaging in sexual activity with a person whom you know or reasonably should know to be incapacitated constitutes sexual assault;
- Consent can only be accurately gauged through direct communication about the decision to engage in sexual activity. Presumptions based upon contextual factors (such as clothing, alcohol consumption, or dancing) are unwarranted, and should not be considered as evidence for consent.

Relationship Violence is a pattern of physical, emotional, verbal and/or sexual abuse, which includes, but is not limited to, threats, intimidation, isolation, and/or financial control. Relationship Violence is an intentional pattern of behavior that is used by one person as a means to harm and take power and control over another person. Relationship Violence includes both Domestic Violence and Dating Violence.

Domestic Violence is Relationship Violence that occurs in the context of a family, roommate or caretaker relationship.

Dating Violence is Relationship Violence that occurs between individuals who are in, or have been in, a romantic or intimate relationship.

Stalking is a course of conduct directed at a specific person that is unwelcome and would cause a reasonable person to fear for their safety (or the safety of a third party) or suffer emotional distress.

Retaliation against anyone reporting, participating in, or thought to have reported or participated in, an allegation or investigation regarding Sexual Assault, Relationship Violence or Stalking is also prohibited. Retaliation will be treated as a violation of this policy regardless of whether any report of Sexual Assault, Relationship Violence or Stalking is substantiated. Retaliation is defined as any adverse or negative action against an individual because that individual has:

- Complained about Sexual Assault, Relationship Violence or Stalking;
- Participated as a party or witness in an investigation related to such allegations; or
- Participated as a party or witness in a proceeding related to such allegations.

Knowingly false accusations are prohibited and will be treated as violations of this policy. Submission of a good faith complaint or report of Sexual Assault, Relationship Violence or Stalking that turns out to be unsubstantiated is not a violation of the policy.

Intoxication/Drug Protection: JMLS will not find a student responsible for violating the JMLS Rules of Conduct if they are sexually assaulted while under the influence of alcohol or other drugs. JMLS may provide referrals to counseling and may require educational options, rather than pursue conduct proceedings, in such cases. Excluded from this protection are all students accused of encouraging or voluntarily participating in the assault/sexual assault.

II. Reporting

Victims of Sexual Assault, Relationship Violence and/or Stalking are encouraged to report these incidents to the police by dialing 911 or to seek immediate assistance by going to a local emergency room. Another non-school resource is the Rape Crisis Hotline 888.293.2080. (See “What to Do if you are the Victim of Sexual Assault” for more information).

Victims are also encouraged to report these incidents to Campus Safety and Security Department or the Associate Dean of Student Affairs. A JMLS staff member will offer to accompany a student to a medical facility or to speak to the police.

Although JMLS encourages all members of its community to report any incidents of Sexual Assault, Relationship Violence and/or Stalking to the police, it is the victim’s choice whether to make a report and victims can decline involvement with the police.

JMLS does not publicize the name of crime victims nor does it include identifiable information in the Campus Security’s Daily Crime Log.

III. Assistance in the Event of Sexual Assault, Relationship Violence or Stalking

Regardless of whether the student chooses to make a report to the police, JMLS will work with students to provide the assistance (if these measures are requested and are reasonably available), including, but not limited to:

- Change in academic class schedule;
- Change in on-campus working situation
- No-contact instruction if the alleged offender is a student, faculty or staff member at JMLS.
- Additional security measures while on campus
- Additional security measures when arriving and leaving campus such as escort services
- Working with other institutions if the offender is an employee or student at another institution or organization

These measures may be applied to one, both, or multiple parties involved.

Students may request that directory information on file be removed from public sources by submitting a written request to JMLS's Office of Registration and Records.

IV. JMLS Complaint Process

This section of the policy sets forth an internal administrative policy to address Sexual Assault, Relationship Violence and/or Stalking alleged to have been committed by a member of the JMLS community. It is not a legal proceeding. This process can take place before, during or after criminal and/or civil proceedings related to the same incident.

As noted above in "Reporting", members of the JMLS community are urged to promptly report Sexual Assault, Relationship Violence and/or Stalking. If the alleged offender is a member of the JMLS community, the victim will be informed of JMLS's policy prohibiting such behavior and of their right to pursue a complaint pursuant to this JMLS policy. Under some circumstances, the School may decide to pursue an investigation into the reported conduct if it decides the safety of the community is at risk. The School will inform the victim should it make that decision. If the victim does not inform JMLS of the name of the alleged offender, the School's ability to investigate and take appropriate action will be limited.

A. Review of Complaint

All complaints of Sexual Assault, Relationship Violence and/or Stalking will be investigated as promptly as possible with a goal of completing the investigation within 60 days. The administrator responsible for the prompt investigation and appropriate resolution will depend on the status of the alleged offender. If the alleged offender is a:

- Student, the Associate Dean of Student Affairs (or designee) shall be responsible for the investigation and resolution;
- Faculty member, the Associate Dean for Academic Affairs (or designee) shall be responsible for the investigation and resolution; and
- Staff member, the Assistant Dean of Human Resources (or designee) shall be responsible for the investigation and resolution.

- Persons involved in the investigation or resolution of complaints of Sexual Assault, Relationship Violence and/or Stalking will receive annual training on these issues.

B. Investigation and Resolution

If the alleged victim is a student, the process for investigating and resolving complaints under the *Student Protection from Discrimination and Harassment Policy* will be used. Please refer to this policy in the JMLS Student Handbook for details regarding these procedures. The standard of proof in all cases is “preponderance of the evidence.”

In some cases, a student may also have a staff position or a teaching assignment or a complaint may involve students, faculty, and/or staff members. These different roles may involve more than one administrator and JMLS administrators may coordinate the investigation and resolution of the complaint. JMLS administrators have the discretion to use an existing review process or to coordinate processes in a manner suited to the particular complaint presented. The complainant and the alleged offender will be advised of the applicable process as well as the outcome of the investigation and resolution.

C. Confidentiality.

A person making a complaint or report under this policy has the right to request that his/her name not be disclosed to the offender or that no investigation ensue. All such requests will be given serious consideration and will be honored to the extent possible so long as the request does not compromise the safety of the victim, other students or the law school community. Further, persons who choose not to disclose information or who request strict confidentiality from the alleged offender or relevant witness should understand that this request may compromise the ability of JMLS to fully investigate a complaint or report.

Whether a person requests confidentiality or not, all persons who make a complaint or provide information under this policy will be protected from retaliation and severe sanctions will be administered against any member of the law school community who retaliates or harms any person who makes a complaint or provides information under this policy.

In all cases, JMLS will maintain the confidentiality of complaints and information provided under this policy by disclosing information only on a strict need to know basis to properly investigate and resolve the matter.

D. Sanctions

In addition to remedial action designed to assist the victim, an offender will be subject to disciplinary sanctions for violating this policy. Sanctions include, if the offender is a student: expulsion; suspension; probation; disciplinary warning; restitution, restricted access, mandatory counseling, or some combination of the foregoing. Sanctions include, if the offender is an employee, termination of employment, suspension; probation; salary reduction; demotion; transfer; disciplinary warning; restitution; restricted access; mandatory counseling, or some combination of the foregoing.

V. Information Regarding Sexual Assault, Relationship Violence and Stalking

A. What to Do if You are the Victim of Sexual Assault

- Get to a safe place as soon as possible.
- To get help, call the police at 911 or if you are on campus, contact Campus Security (312.427.2737 ext. 501 M-Fri 7am-11pm Sat-Sun 8am-10pm) or the Associate Dean of Student Affairs (312.427.2737 ext. 435 during office hours).
- Seek immediate medical attention, preferably at an emergency room. Medical personnel are trained to perform a "rape kit" exam, where they are able to gather evidence while examining the victim to help police and prosecutors find and charge the perpetrator. If you might ever want to report the assault, it is important that you do not shower, change clothes, or clean up in any way before going to the hospital, in order not to disturb any evidence medical staff might be able to collect for the police. Sometimes this process can be easier if you have a trusted friend or victim advocate with you.
- Even if you don't want to report the assault to police right now, it is still important to have a medical exam to make sure you are all right. Sometimes people change their minds and want to report to the police later. Also, in addition to treating injuries, medical personnel can test for pregnancy and whether or not you may have been drugged. They can also give you drugs to reduce your chances of contracting sexually transmitted diseases (STDs) or getting pregnant.
- Try to preserve all evidence. Do not throw away clothes or wash, douche, or change. If you must change clothing, put all clothing you were wearing at the time of the attack in a paper (not a plastic) bag.
- Contact the Rape Crisis Hotline (888-293-2080) or the National Sexual Assault Hotline (800-656-Hope) for more support. They can give you counseling, and help you understand your options, such as what medical staff will do during a "rape kit" exam or what might happen while going through the criminal justice system.
- Try to avoid being alone, especially with your attacker, and be alert to your surroundings.
- Get help making a safety plan to avoid or escape a dangerous situation, especially if you know your attacker.
- Make sure you have a safe place to stay.

Adapted from the [National Center for Victims of Crime](#)

B. Relationship Violence—Warning Signs and How to Get Help

Relationship violence can happen to anyone of any race, age, sexual orientation, religion or gender.

It can happen to couples who are married, living together or who are dating. Relationship violence affects people of all socioeconomic backgrounds and education levels.

Abuse is a repetitive pattern of behaviors used to maintain power and control over an intimate partner. These are behaviors that physically harm, arouse fear, prevent a partner from doing what they wish or force them to behave in ways they do not want. Abuse includes the use of physical and sexual violence, threats and intimidation, emotional abuse and economic deprivation. Many of these different forms of abuse can be going on at any one time.

You may be experiencing physical abuse if your partner has done or repeatedly does any of the following tactics of abuse:

- Pulling your hair, punching, slapping, kicking, biting or choking you
- Forbidding you from eating or sleeping
- Damaging your property when they're angry (throwing objects, punching walls, kicking doors, etc.)
- Using weapons to threaten to hurt you, or actually hurting you with weapons
- Trapping you in your home or keeps you from leaving
- Preventing you from calling the police or seeking medical attention
- Abandoning you in unfamiliar places
- Driving recklessly or dangerously when you are in the car with them
- Forcing you to use drugs or alcohol (especially if you've had a substance abuse problem in the past)

You may be in an emotionally abusive relationship if your partner exerts control through:

- Calling you names, insulting you or continually criticizing you
- Refusing to trust you and acting jealous or possessive
- Trying to isolate you from family or friends
- Monitoring where you go, who you call and who you spend time with
- Demanding to know where you are every minute
- Punishing you by withholding affection
- Threatening to hurt you, your family or your pets
- Humiliating you in any way
- Blaming you for the abuse
- Accusing you of cheating and being often jealous of your outside relationships
- Serially cheating on you and then blaming you for his or her behavior
- Cheating on you intentionally to hurt you and then threatening to cheat again
- Cheating to prove that they are more desired, worthy, etc. than you are
- Attempting to control your appearance: what you wear, how much/little makeup you wear, etc.
- Telling you that you will never find anyone better, or that you are lucky to be with a person like them

Adapted from the [National Domestic Violence Hotline](#)

How to get help:

- Contact the Chicago Police Department (311), Campus Security (312.427.2737 ext.501), or the Domestic Violence Hotlines (national: 800.799.7233; Chicago/local: 877.863.6338) to get information on campus and local resources as well as your legal options.
- Identify your partner's use and level of force so that you can assess the risk of physical danger to you and others before it occurs.
- If possible, have a phone accessible at all times and know what numbers to call for help. Know where the nearest public phone is located. Know the phone number to your local

battered women's shelter. If your safety is at risk, call the Chicago Police Department (911).

- Let trusted friends and neighbors know of your situation and develop a plan and visual signal for when you need help.

Adapted from the [National Domestic Violence Hotline](#)

C. Stalking—Warning Signs and How to Get Help

Stalking is a crime. A stalker can be someone you know well or not at all. Most have dated or been involved with the people they stalk. Most stalking cases involve men stalking women, but men do stalk men, women do stalk women, and women do stalk men.

Stalkers may:

- Repeatedly call you, including hang-ups or contact you repeatedly through electronic communication and social media.
- Follow you and show up wherever you are.
- Send unwanted gifts, letters, texts, or e-mails.
- Damage your home, car, or other property.
- Monitor your phone calls or computer use.
- Use technology, like hidden cameras or global positioning systems (GPS), to track where you go.
- Drive by or hang out at your home, school, or work.
- Threaten to hurt you, your family, friends, or pets.
- Find out about you by using public records or on-line search services, hiring investigators, going through your garbage, or contacting friends, family, neighbors, or co-workers.
- Other actions that control, track, or frighten you.

How to get help if you are being stalked:

Stalking is unpredictable and dangerous. No two stalking situations are alike. There are no guarantees that what works for one person will work for another, yet you can take steps to increase your safety.

- If your safety is at risk call 911.
- Trust your instincts. Don't downplay the danger. If you feel you are unsafe, you probably are.
- Take threats seriously.
- Contact Campus Security, a crisis hotline, victim services agency, or a domestic violence or rape crisis program. They can help you devise a safety plan, give you information about local laws, refer you to other services, and weigh options such as seeking a protection order. (See the resources section below for more info.)
- Develop a safety plan, including things like changing your routine, arranging a place to stay, and having a friend or relative go places with you. Also, decide in advance what to

do if the stalker shows up at your home, work, school, or somewhere else. Tell people how they can help you.

- Don't communicate with the stalker or respond to attempts to contact you.
- Keep evidence of the stalking. When the stalker follows you or contacts you, write down the time, date, and place. Keep e-mails, phone messages, letters, or notes. Photograph anything of yours the stalker damages and any injuries the stalker causes. Ask witnesses to write down what they saw.
- Contact the police, as Illinois has a stalking law (see applicable state laws).
- Consider getting a court order that tells the stalker to stay away from you.
- Tell a family, friends, roommates, co-workers, Campus Security, and the Office of Academic Affairs about the stalking and seek their support.

Adapted from the [National Center for Victims of Crime](#)

D. Keeping Safe when Traveling Around Campus and the City

- Try to arrive at and leave social gatherings with a group of people you trust
- Avoid giving out your personal information (phone number, where you live, etc.). If someone asks for your number, take his/her number instead of giving out yours
- Keep track of your drinking. Watch your drink as it is made and don't leave it unattended; avoid group drinks like punch bowls
- If you feel extremely tired or drunk for no apparent reason, find your friends and ask them to leave with you as soon as possible
- Make sure your cell phone is easily accessible and fully charged
- Be familiar with where house phones are installed throughout JMLS buildings
- Avoid dimly lit places; take major, public paths rather than less populated shortcuts
- Pay attention to your surroundings. Avoid putting music headphones in your ears and/or using your smartphone when walking alone
- If walking feels unsafe, especially after dark, try to walk with a friend or contact campus security to request an escort or utilize the JMLS Taxi Cab Services
- Carry a noisemaker (like a whistle) and/or a small flashlight on your keychain

E. What to Do if Someone You Know is at Risk of Sexual Assault, Relationship Violence or Stalking

JMLS is a community and we all have a responsibility to support each other. A “bystander” is someone other than the victim who is present when an act of Sexual Assault, Relationship Violence or Stalking is occurring or when a situation is occurring in which a reasonable person feels as though some protective action is required to prevent Sexual Assault, Relationship Violence or Stalking. Bystanders, if active, can prevent harm or intervene before a situation gets worse. Examples of active bystander intervention include:

- Not leaving an overly intoxicated person in a bar/party alone
- Calling police when a potentially violent situation is unfolding
- Not leaving an unconscious person alone (alerting Campus Security or a staff member)
- Intervening when someone is being belittled, degraded or emotionally abused (walking victim away from abuser, contacting an JMLS staff member for help)

If you become aware that a JMLS student is the victim of Sexual Assault, Relationship Violence, or Stalking, contact the Chicago Police Department (911), Campus Security or the Associate Dean of Student Affairs. Additional resources are listed below.

VI. Resources

Students who report a Sexual Assault, Relationship Violence or Stalking have numerous options and support services available to them, including medical and psychological services as well as administrative, disciplinary, and legal options.

On-Campus Resources

Campus Safety and Security Department

JMLS Campus Security

312.427.2737 ext. 501

Available Monday-Friday 7am-11pm and Saturday-Sunday 8am-10pm

Ask to speak to supervisor on duty

Ali Haleem

Director

Campus Safety and Security

The John Marshall Law School

315 South Plymouth Court

Chicago, IL 60604

Main: (312) 427-2737 x339

ahaleem@jmls.edu

Ralph Ruebner

Professor of Law and

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Corinne Morrissey
Director
Academic Achievement Program
The John Marshall Law School
315 South Plymouth Court
Chicago, Illinois 60604
Phone: 312.987.2357
Fax: 312.427.8307
cmorrissey@jmls.edu

JMLS Counseling Services
The John Marshall Law School
315 S. Plymouth Court

Chicago, Illinois 60604
Phone:312.360.2668
Jmlshealthservices@gmail.com

Title IX Coordinator:

William B Powers
Associate Dean
Admission and Student Affairs
The John Marshall Law School
315 South Plymouth Court
Chicago, IL 60604
Tel: 312.427.2737 ext. 435
Fax: 312.427.5136
6powers@jmls.edu

Title IX Investigator:

Troy A. Riddle
Director
Diversity Affairs and Outreach
The John Marshall Law School
315 S. Plymouth Court
Chicago, IL 60604
Main: 312-427-2737 x174
TRiddle@jmls.edu

Off-Campus Resources

Chicago Police Department
911 for emergency calls
311 for non-emergency calls

Chicago Domestic Violence Helpline
877.863.6338

Chicago Metropolitan Battered Women's Network
1 E. Wacker Dr., Suite 1630
Chicago, IL 60601
312.527.0730

The National Domestic Violence Hotline
800.799.7233

Northwestern Memorial Hospital
Emergency Department
250 E Erie Street

Chicago, IL 60611
312.926.5188

Rape Crisis Hotline
888.293.2080

Rape Victim Advocates
312.443.9603
180 N. Michigan Ave., suite 600
Chicago, IL 60601
rapevictimadvocates.org

YWCA Metropolitan Chicago
312.372.6600
1 N. LaSalle St., suite 1150
Chicago, IL 60602
ywachicago.org

VII. JMLS Education and Prevention Programs

JMLS provides education programs to promote awareness of Sexual Assault, Relationship Violence and Stalking. Educational programming consists of primary prevention and awareness programs for all incoming students and new staff and faculty and ongoing awareness and prevention campaigns for students, staff and faculty that:

- Identify Sexual Assault, Relationship Violence and Stalking as prohibited conduct;
- Define Sexual Assault, Relationship Violence and Stalking under JMLS's policy and under Illinois law;
- Define behavior that constitutes consent to sexual activity under Illinois law;
- Provide safe and positive options for bystander intervention that may be carried out by an individual to prevent harm or intervene when there is a risk of Sexual Assault, Relationship Violence or Stalking against a person other than the bystander;
- Provides information on risk reduction so that students, staff and faculty may recognize warning signs of abusive behavior and how to avoid potential attacks;
- Provides an overview of information contained in the Annual Security Report in compliance with the Clery Act.

JMLS has developed an annual educational campaign consisting of presentations that include: New Student Orientation, New Employee Orientation, New Faculty Orientation, Communication Program (to include signage, brochures, and email), Campus Security Authorities, Investigator / Adjudicator Training, Web-based Manager Training, and Security Officer Training.

VIII. Applicable Illinois State Law

[Definition of "Consent," 720 ILCS 5/11-1.70](#)
[Illinois Domestic Violence Act of 1986 750 ILCS 60](#)

Illinois Stalking Statutes

[Aggravated Stalking, 720 ILCS 5/12-7.4](#)

[Cyberstalking 720 ILCS 5/12-7.5](#)

[Stalking 720 ILCS 5/12-7.3](#)

IX. Orders of Protection

Orders of protection (commonly referred to as restraining orders) are legal orders, put in place by a judge, that restrict or limit the amount of contact a person can have with another person.

JMLS takes all existing orders of protection seriously.

If you have an order of protection, protecting you from someone else, we ask that you please inform Campus Security so that they have it on record. This will help JMLS in case there is an issue with the offender. To do so, please email Ali Haleem, Director of Campus Safety and Security, ahaleem@jmls.edu or stop into the Campus Security office.

If you are having an issue with a person, Campus Security can help explain the legal process for obtaining an order of protection.

For more information on obtaining an order of protection, please visit WomensLaw.org**School**

VIII. Reservation of Rights

The John Marshall Law School reserves the right to 1) modify the requirements for admission or graduation, 2) change the tuition fees, 3) change the assignment of teachers, arrangement of courses, content of courses, or materials used at any time, 4) change the calendar year, 5) refuse admission or readmission to any student at any time, 6) dismiss any student at any time for either academic or disciplinary reasons, or 7) modify, add to, or delete any other provision within the law school policies at any time.

Notice: Pursuant to the “Family Educational Rights and Privacy Act of 1974,” 20 U.S.C 1232g, The John Marshall Law School may disclose the following “directory information” about a student to any person without prior notice to or consent from the student: his or her name, address, telephone listing, date and place of birth, major field of study, photograph, participation in officially recognized activities, dates of attendance, degrees, and awards received, and the most recent previous educational agency or institution attended by the student. Any student who does not want any directory information about himself or herself released without his or her prior consent shall so indicate in a signed letter to the Registrar’s Office. A new letter must be submitted at the beginning of each academic year.