Student Handbook
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Accreditation; Statement Regarding ABA Approval

University Accreditation and Licensure

Elon University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, GA 30033-4097; telephone number: 404-679-4501) to award bachelor’s and master’s degrees, the doctor of physical therapy degree and juris doctor degree.

Pursuant to N.C. Gen. Stat. 116-15, Elon University and its School of Law, like other longstanding, private institutions of higher learning in North Carolina with law schools, including Duke University, Wake Forest University, and Campbell University, are exempt from the provisions of licensure by the Board of Governors of the University of North Carolina.

Statement Regarding ABA Approval

Elon University School of Law joined the nation's 200 American Bar Association-approved law schools on June 9, 2008. On June 10, 2011, Elon University School of Law received full accreditation by the American Bar Association. The approval came from the Council of the ABA Section of Legal Education and Admissions to the Bar. Elon Law’s ABA full approval was achieved at the earliest possible date under accreditation guidelines, certifying that the school is in full compliance with all ABA standards for the approval of law schools.

The Section of Legal Education and Admissions to the Bar may be contacted at 321 North Clark Street, Chicago, IL 60610 or by phone at (312) 988-6738.
School of Law Vision Statement

Creating a national model of engaged learning in legal education.

School of Law Mission Statement

Elon’s law school will:
1. Complement and strengthen the University’s existing programs, particularly those that relate to the arts and sciences, experiential education, technology and its application, international studies and programs, business, leadership and public service;
2. Be a national leader in examining and addressing opportunities and problems in the legal profession and legal education through research, public service and innovation;
3. Provide a distinctive program of legal education that will develop exceptionally educated, well-motivated technologically savvy, internationally aware, and effective lawyer-leaders for whom there will be a continuing need;
4. Help meet the national and regional demand for legal education in times of great demand, and compete successfully for excellent, well-motivated law students in times of diminished demand; and
5. Be positioned qualitatively within the University as a synergistic center of excellence that helps generate resources of talent, energy, commitment, information, credibility and capital that will assist Elon in implementing stable, continuous improvements to each and every one of the University’s integral components.

Nondiscrimination Statement

Elon University and its School of Law do not discriminate with regard to race, color, creed, sex, national or ethnic origin, disability, sexual orientation, or veteran’s status in the recruitment and admission of students, the recruitment and employment of faculty and staff or the operation of any of its programs.

School of Law Statement on Personal Responsibility

Members of the Law School community are expected to conduct themselves in ways that will reflect credit upon themselves, the School of Law, the University, and the legal profession. Students aspiring to the Bar are required to behave appropriately, to respect the rights and privileges of others, and to abide by the law and by the regulations of the University and the School of Law.

A student may be temporarily suspended from one or more classes if such action is necessary to protect members of the Law School community, visitors, or school property or to avoid serious interference with the educational mission of the Law School. Students whose conduct does not violate the Honor Code but nevertheless interferes with the academic environment, casts serious doubt on the judgment or maturity of a student, or subjects the School to potential embarrassment will be counseled by the Office of Student Affairs. Written record of any private reprimand shall remain in the student’s file while the student is in school.

Honor Code

The Elon University School of Law Honor Code, adopted in February 2009, applies to all Elon Law students. Its jurisdiction extends to all law school related endeavors undertaken by students enrolled in Elon Law, as well as when an Elon Law student identifies himself or herself as an Elon Law student. As a condition to continuing as an Elon Law student, each student entering Elon Law (or enrolled in Elon Law upon adoption of this Code) agrees to be bound by this Code by
signing an agreement. Students should familiarize themselves with the provisions of the Code. The text of the Code and an Honor Code Violation Report Form is available on the Registrar's web page of the Law School's web site.

The implementation and success of this Code rests with every law student. The Code prohibits: (a) Academic Dishonesty; (b) Stealing; (c) Vandalism; (d) Lying; (e) Plagiarism; (f) Technology Violation; (g) Obtaining an Unfair Advantage; and (h) Abusing the Code. If a student is unsure of the scope of this Code or its applicability to a particular activity, it is the responsibility of the student to seek guidance from the Honor Council. The Honor Council is responsible for the administration of the procedures set forth in this Code and for the interpretation of this Code.

Incidents occurring on or before the adoption of the Elon Law Honor Code in February 2009 are governed by any Elon University Honor Code applicable to that action and in force at that time.

Financial Responsibilities

Financial registration is an important aspect of registering for law school and it is considered complete only when all charges are paid or when the Bursar’s Office has approved deferred payment arrangements. Students who plan to use financial aid funds to complete registration must make sure that they will cover the entire balance.

If a student is not financially registered by the first week of classes, students will not be allowed to attend classes and may be removed from classes by the Registrar.

Classroom Responsibilities

Attendance, Preparation, and Class Participation

The Law School administers a policy that a student maintain regular and punctual class attendance in all courses in which the student is registered, including externships, clinical courses, or simulation courses. Faculty members may consider those who come in late or leave early as absent from class, and in the interest of avoiding distractions for others, may decline to let the late student attend that day's class. Each faculty member may enforce the attendance policy in any manner the faculty member deems appropriate, including but not limited to assigning a failing grade in the course or assigning a lower grade for the course.

In case of illness or emergency, students may contact Student Affairs, who will then notify the student's instructors. A student should notify the faculty member directly of a planned absence. In all instances, students should refer to individual faculty members regarding any excusal policy that may apply. In the case of prolonged illness or incapacity, the student should contact Student Affairs.

Inclement Weather

In case of inclement weather, call (336) 278-2423 (278-2ICE) for scheduling changes. Changes will also be posted on the Elon Law website and sent to you via e-mail at the earliest possible opportunity after decisions about such scheduling changes are made.

Dress Code

The professional nature of the school should be considered in matters of attire. Students should dress and groom themselves in a manner consistent with, and which will best reflect, the professional aspect of their enrollment and the professional nature of the School of Law. Certain courses such as Trial
Practice and Procedure and some events will require students to dress in courtroom attire.

Taping Class Lectures

Generally, students are not allowed to record classes and, under no circumstances, may a student record a class without the permission of the professor teaching the course.

Guests in Classrooms

The Law School is committed to a community-centered and safe facility for both law students and faculty and staff. The building is a controlled-access facility. Students, employees and visitors enter the Law School through the main entrance on the first floor and may be asked to present their university identification cards or other appropriate identification. A security desk located at this entrance is staffed by a security guard whenever the building is open. Visitors are asked to check in at the security desk.

Faculty may invite guest presenters/lecturers to participate in class on occasion. Students may invite adult guests to sit in on a class with the permission of the faculty member.

The Law Library

The Elon Law Library strives to be a warm and welcoming place for all members of the Elon Law community. We wish to be a resource in your educational and personal growth during your time here at Elon Law School. The Law Library recognizes the close relationship between a positive environment and its use by patrons. This concept relies on having as few impediments as possible for patrons to use the library facility and its services. Thus both food and drink are allowed in the library. We encourage students to make themselves at home, within reason, remembering that they are sharing the facilities with their classmates, alumni and often members of the practicing bar.

Library Hours are posted on the Library website and on the bulletin board outside of the library doors.

A complete description of the library services available to students can be found on the library website or by downloading a copy of the Elon Law Library Student Guide from the website.

Borrowing Material:

Students may borrow library material on their Phoenix cards for loan periods ranging from 4 hours to 3 weeks, based on the type of material being borrowed. In order to make material readily available to all students, overdue fines are charged for material not returned in a timely manner. The fines are assessed as follows and payment is expected by the end of the semester.

Reserve materials: $0.50/hour
Up to maximum $20.00/item
Non-Reserve materials: $0.25/day for first 10 days
After 10 days fine increases to $0.50 per day
Up to maximum $20.00/item
Recalled Material which is not returned will incur an additional $0.25 per fine period (hour or day)

Lost Materials:
If an item is not returned within 45 days of the time it becomes overdue (or 3 days in the case of Reserve material), the Library declares the material lost and charges the borrower a $40.00 processing fee (this includes the outstanding fine) plus current replacement cost, whether or not the item is repurchased.
Lost InterLibrary Loan (ILL) material is billed a minimum charge of $250.00 or Lending Library's bill plus $40.00, whichever is greater.
Information Sources, Official Notices and Responsibilities of Students

Members of the School of Law community must be familiar with policies and other notices that may affect them. The Law School disseminates information on its policies through a number of means and provides individual notice to students as appropriate. Students are urged to check the information sources listed below on a frequent basis.

Information Sources

OnTrack System

Elon OnTrack is a secure site, http://ontrack.elon.edu/datatel/openweb, which allows students, faculty members and staff to access and maintain information that pertains to Elon University, including class schedules, grades and financial aid information. To fully utilize Elon OnTrack, a person must have an active username and password for OnTrack. A student experiencing problems with OnTrack should contact the computer support help desk at (336) 278-5200 to receive or reset login information.

Law School E-mail Account

Elon Law strongly encourages the use of technology to facilitate learning and communication. To this end, each incoming student is given an e-mail account through Elon. Law School administration and faculty will communicate with students only through their Elon e-mail addresses; personal e-mail addresses from commercial e-mail providers will not be used.

The faculty and administration will rely on e-mail as a means of communication, and students should regularly check their assigned Elon e-mail accounts. Students experiencing difficulty with their e-mail accounts should contact Technology Services.

Mailboxes

Physical distribution is more appropriate than electronic distribution for some printed materials. For this reason each incoming law student is assigned a numbered mailbox for his or her use. The mailboxes are situated on the second floor of the Law School. Students are encouraged to check their assigned mailboxes often (at least daily) for important information and communications. Questions about the student mailboxes may be directed to the Registrar.

Bulletin Boards

Three bulletin boards are located on the upper floor of the Law School near the student lockers. Student organizations and individual students may post announcements on these three boards. Class and official Law School activity announcements take priority for space on the boards. The Career Services Office has a bulletin board on the first floor in suite 107. There is also a bulletin board outside the law library.

Law School Website

The School of Law has an Internet website. Changes in policies, first class assignments, inclement weather announcements, and other news may be posted on the site from time to time.

Official Notices and Responsibilities of Students

Provision of Current Address and Telephone Number to Registrar’s Office

- Mandatory Contact Information
A student must keep his or her current local mailing address, telephone number, and emergency contact information updated. Except as otherwise provided herein, any requirement of adequate notice is deemed met if an official communication is sent to the most recent address provided to the Registrar’s office. Any notices to or
correspondence with a student that are provided by e-mail will be provided to the student’s official Law School e-mail address.

• Optional Additional Contact Information
Students may provide additional contact information to the Office of the Registrar, such as a current work address, or work telephone number. For the student’s convenience this information may be used by the Law School administration when contacting the student. However, the use of this additional contact information is optional with the Administration in any given instance and does not relieve students of the obligations of (a) keeping a current local mailing address, telephone number, and emergency contact on file, and (b) checking the student’s official School of Law e-mail account, as set out above.

Students are deemed to have received notice of any ruling, decision, policy change, rule, requirement, schedules of classes and examinations and any other official decision if (1) notice is sent to the last known U.S. mail address provided by the student to the Registrar’s Office or (2) if the notice is sent to the student’s official Law School e-mail account. Students are expected to read their Law School e-mails by using the e-mail system provided to them by the Law School.

Work While Attending Law School

Consistent with the standards of the American Bar Association, the Law School requires students enrolled full time to devote substantially all of their working hours to the study of law.

Students may not accept any employment during their first year of law school.

In the second and third year, students may not work more than twenty hours per week during the academic year consistent with ABA Standards. Second and third year students should also seek approval from the Office of Student Affairs. Students should also inform the Career Services Office of any employment outside the Law School, as this office regularly compiles employment statistics.

If a student is on academic probation, the student may be prohibited from continued employment during the academic year.

Additional Student Rights and Responsibilities

Student Complaints
As an ABA-accredited law school, Elon University School of Law is subject to the ABA Standards for Approval of Law Schools. The ABA Standards may be found at http://www.americanbar.org/groups/legal_education/resources/standards.html. Any student at the law school who wishes to bring a formal complaint or concern to the administration of a significant problem that directly implicates the school’s program of legal education and its compliance with the ABA Standards should submit their complaint in writing to the Office of Student Affairs. The complaint may be emailed to Studentaffairs@elon.edu or submitted in person, but must be signed by the complainant.

When a formal written complaint has been received, the Assistant Dean for Student Affairs or their designee shall investigate as soon as possible, but no later than 30 calendar days after the filing of the written complaint. The Assistant Dean for Student Affairs (or designee) shall attempt to resolve the complaint, if possible, within the 30 calendar day period. If resolution is not possible, the Assistant Dean for Student Affairs or designee may refer the matter to the appropriate administrator, administrative
body, or an administrative official designated by the Dean (the “Dean's designate”).

If referral of the complaint is made as referenced above, the administrator, administrative body or Dean’s designate shall attempt to resolve the complaint as soon as possible, but in no event later than 30 calendar days after referral by the Assistant Dean for Student Affairs.

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

If the complainant is dissatisfied with the outcome or resolution, that individual has the right to appeal the decision. The complainant should submit his/her written comments in a timely manner to the Dean of the Law School, but in no case more than 14 days after communication of the findings of the investigation. The Dean’s decision shall be communicated to the complainant and the investigator(s) within 30 calendar days and shall be final.

The Law School shall maintain a complete written record of each complaint and how it was investigated and resolved. Written records shall be maintained in a confidential manner in the Office of the Assistant Dean for Student Affairs.

Please note that the Elon University School of Law Student Handbook contains separate sections pertaining specifically to Sexual Harassment complaints and those complaints that may fall within the Student Honor Code. Jurisdiction over any student complaint is not exclusive to any single, or combination of, Law School Policies.

Student Sexual Harassment Policy

It is the policy of Elon University, in keeping with efforts to establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Elon University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex, when that behavior falls within the following definition:

Sexual harassment of employees and students at Elon University is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or

B. Submission to or rejection of such conduct is used as the basis for employment or other decisions affecting that individual, or

C. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or educational experience, or creates an intimidating, hostile, or offensive work or educational environment.

Students who feel that they have been sexually harassed under the above definition and wish further information or assistance on the informal or formal complaint procedures, or who have questions concerning this policy on sexual harassment, should contact the Office of Student Affairs.
Student Access to Files

Elon University and the School of Law comply with the Family Educational Rights and Privacy Act of 1974. This act protects the privacy of educational records, establishes the right of students to inspect and review their educational records, and provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act Office concerning alleged failures by the institution to comply with the act.

The complete University policy on FERPA is available online: http://www.elon.edu/e-web/students/handbook/affairs.xhtml#policies. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of Student Affairs.

Requests for copies of a student's transcript should be made to the Registrar (note: it may take up to a week for the Registrar to produce a transcript). All Law School transcripts reflect the student's complete Law School academic record. No transcripts will be issued without the written authorization of the student. No transcript is issued for a student who has an outstanding financial obligation to the university.

Disability Services

The School of Law and Elon University are committed to the principle of equal opportunity. One of the ways we express that commitment is in our efforts to accommodate qualified students with disabilities as they face the challenges of university life. Faculty, staff, administrators and students work together to find approaches and accommodations that enable students to benefit from the wide variety of programs and activities on campus.

The School of Law’s Office of Student Affairs works with the University’s Academic Advising Center to arrive at the most suitable approaches and accommodations for its students. For more information about the University's disability services and to view a copy of the University’s Disabilities Guidebook, students should visit http://www.elon.edu/disability or contact the Office of Student Affairs.

Health Insurance

Recognizing the importance of adequate health insurance coverage, the University and Law School require that all students maintain health insurance coverage. All registered law students are automatically enrolled in an injury and sickness plan made available by the University, and the fee is billed to each student's account. Students showing timely proof of comparable insurance coverage from other sources (e.g. coverage under their own, a parent’s or a spouse’s insurance plan) are exempted from this coverage and will not be charged.

Health and Counseling Services

Elon University offers a wide variety of health and counseling services to our law students, faculty and staff. All law students, faculty and staff are eligible to receive services at the R.N. Ellington Health and Counseling Center. Located in the north area of main campus behind Moseley Center, the modern facility offers a wide variety of health and counseling services to the university community throughout the school year.

A variety of medical expertise is offered by the staff of physicians, nurse practitioners, nurses, and a paramedic to bring quality, efficient service and care to the university community. All counselors in the center are fully licensed by the State of North Carolina and offer brief, solution-oriented therapies. Student visits to the Health and Counseling Center are free of charge. There are nominal
charges for medications, lab tests, procedures and medical supply items.

The University has arranged for medical resources in the Greensboro/Guilford County area. Visit the Health and Counseling Center Web site at [http://www.elon.edu/e-web/students/health_services/lawstudents.xhtml](http://www.elon.edu/e-web/students/health_services/lawstudents.xhtml) for additional information. Elon law students also have access to BarCARES Inc., a non-profit organization that provides confidential, professional counseling to lawyers and law students in participating Bar Associations and law schools. For more information on BarCARES, visit [http://www.ncbar.org/about/barCARES/index.aspx](http://www.ncbar.org/about/barCARES/index.aspx) or call (800) 640-0735.

**Recreation/YMCA**

The Law School collaborates with the Kathleen Price Bryan Family YMCA, which is located just a few blocks from the Law School at 501 West Market Street. The Law School provides each law student with a membership in the YMCA at no additional cost. Students may also purchase family memberships at a discounted rate. The Law School understands the importance of physical fitness and exercise and is pleased to provide this benefit to its students. The YMCA includes a large fitness center, two swimming pools, basketball courts and a running track. Visit the YMCA’s Web site at [http://www.bryanymca.org/](http://www.bryanymca.org/).

Students may, at their own expense, choose to join one of several other fitness facilities that are located downtown and throughout Greensboro. Greensboro and Guilford County offer numerous public recreational facilities, including tennis courts and extensive greenways and parks, excellent resources for walking or jogging enthusiasts.

Law students may also utilize fitness facilities and recreation opportunities on the Elon University home campus. Visit the Elon University Campus Recreation Web site at [http://www.elon.edu/e-web/students/campus_recreation/default.xhtml](http://www.elon.edu/e-web/students/campus_recreation/default.xhtml).

**Parking/Public Transportation**

The School of Law provides its students free parking approximately three blocks from the Law School at the corner of Friendly Avenue and Church Street. (This free parking arrangement may not be available in future years.) Students wishing to park closer to the Law School have access to public parking decks, one of which is directly across the street from the Law School. The Law School has an allotment of entry cards for this parking deck which will be distributed to students on a first-come, first-serve basis or lottery basis. Students opting for the parking deck are responsible for the monthly rate of $50, bringing their projected parking fees to approximately $250 per semester. If this card is secured from the Law School, this amount will be added to the student’s account by the University Bursar. Students must turn in their entry cards to the Law School at the end of each academic year, so they may be redistributed at the beginning of the next school year via lottery or some other method. Students may also choose to arrange for parking in various private parking lots in the area.

Students may choose to utilize Greensboro's public transportation system. Made possible by the financial support of Elon University and college partners, HEAT (Higher Education Area Transit) provides enhanced and expanded transportation services to the entire Greensboro community.

The specific schools located along the HEAT routes include: Bennett College; Elon University School of Law; Greensboro College; Guilford College; Guilford Technical Community College (GTCC Jamestown and Greensboro campuses); North Carolina A&T State University; and The University of North Carolina at Greensboro (UNCG). Qualified students from the Law School and the other
schools will be able to ride HEAT service and all other GTA fixed route service on a fare-free basis. Elon law students may request HEAT fare cards for each semester. These passes will be available through the Office of Student Affairs. For more information on HEAT and other GTA routes, visit www.greensboro-nc.gov/gta.

Technology

The Law School has wireless Internet capability throughout the building. Faculty members have discretion in requiring or limiting the use of computers in the classroom or in their courses. Utilization of computers during class time should conform to standards of professionalism. Computers should be used during class time only for purposes related to the course, more specifically, computers must not be used to send e-mails, text message, surf the Internet, watch DVDs, or for other purposes unrelated to the course.

Solicitation of Funds

Solicitation for fundraising is allowed as long the established Elon University procedure is followed. Students should contact either the Office of Student Affairs or the Development Office for more information.
II. Student Governance

Student Bar Association
The Student Bar Association (SBA) is the official representative body of the students. All students enrolled at Elon Law are automatically members of the SBA. The SBA seeks to benefit all members by furthering student interests and sponsoring events of both an academic and social nature. The SBA’s Mission Statement reads: “Our Mission is to create a forum for student leadership, community service, and social networking to support the University’s goals of engaged learning, professionalism and civic participation through open communication with Elon students, Elon faculty, and the community.”

The SBA is funded by the School of Law on a per capita basis. The SBA is the governing body that serves as the umbrella organization and funding source for other law school organizations and committees.

Contact
SBA President: Andrea Davis
E-mail: adavis46@elon.edu

Honor Council
The Honor Council is responsible for the administration of the procedures set forth in the Honor Code created and adopted by the Students in February of 2009. The Honor Council also is responsible for the interpretation of the Code.

Contact
Honor Council Chair: Carrie Johnson
E-mail: lawhonorcouncil@elon.edu

Other Student Organizations
Elon Law’s student body, with its wide variety of interests outside of the classroom, has developed numerous student organizations over the first few years of the school’s existence. These organizations reflect students’ social, political, service or professional interests and enrich students’ educational experience with workshops, panels, concerts, networking opportunities and conferences throughout the academic year. Through involvement with student organizations, students find connections to further their career and personal goals. A complete list of current student organizations is available on the Law School’s website. Any student interested in starting a new organization should contact an SBA representative to find out more about the approval process.
III. Public Interest, Professionalism and Pro bono

Leadership Program

Elon University School of Law is committed to developing successful lawyers who are also good leaders – in their firms, in the legal profession, and in the community and society at large. The school’s goal is to develop civic-minded lawyer-leaders who throughout their careers are engaged in improving the profession and community for the public good.

Throughout a student’s time at Elon, students will learn about the theories of leadership in the classroom, as well as the practice through simulations.

Clinical Program

Elon Law’s clinical programs put legal theory into practice, providing students with essential lawyering skills through casework management, research, writing, client interaction and courtroom advocacy, while also helping individuals in need.

Wills Clinic

Elon Law’s In-House Wills Clinic gives students the opportunity to represent low-income homeowners referred by Habitat for Humanity of Greater Greensboro. Students interview clients, draft documents to meet the needs of clients, conference with clients to explain and review documents, and oversee the self-proving signing protocol for those documents.

The wills drafting course operates as a firm, where students alternate serving as the firm’s managing partner. In firm meetings, students present an ethical problem related to wills drafting and engage the class in a detailed exploration of legal issues surrounding the transfer of property at death in North Carolina.

Faculty advisor:
Margaret Kantlehner, Associate Professor of Law and Director of Externships, Preceptors, and the Capstone Leadership Experience
Phone: (336) 279-9205
E-mail: mkantlehner@elon.edu

Humanitarian Immigration Clinic

Elon University School of Law established the Humanitarian Immigration Law Clinic in December of 2010, allowing students, under the supervision of law faculty, to provide free legal services to low-income refugees and asylum seekers in North Carolina.

Under the supervision of law faculty, Elon Law students will manage all aspects of refugee and asylee cases, meeting with clients, performing intake interviews, analyzing cases for legal remedy, gathering evidence, drafting and filing applications and briefs, and maintaining client correspondence. Students will also observe and participate in hearings before federal administrative agencies and courts.

Faculty advisor:
Helen Grant, Professor of Law and Director of the Humanitarian Immigration Law Clinic
Phone: (336) 279-9234
E-mail: hgrant2@elon.edu

Externships

The program provides students the opportunity to perform a variety of legal work for one of several governmental public service agencies and organizations or private non-profit organizations. Externship students are required to spend at least 130 hours working under the supervision of an attorney at their externship placement. Students therefore spend at least 10 hours at their externship placement every week. Students also meet with the externship faculty
supervisor and attend weekly classroom sessions or discussion board meetings on topics such as professional ethics and research and writing in various practice settings. Students earn three credits for an externship, all of which are graded on a pass/fail basis.

Faculty advisor:
Margaret Kantlehner, Associate Professor of Law and Director of Externships, Preceptors, and the Capstone Leadership Experience
Phone: (336) 279-9205
E-mail: mkantlehner@elon.edu

Preceptor Program

One of Elon Law's distinctions is the Preceptor Program, through which more than 50 experienced lawyers from a broad range of practice settings mentor law students.

During the academic year, Elon Law hosts monthly receptions with practicing attorneys and judges, creating an opportunity for students to interact with practicing lawyers in a casual setting. Preceptors observe first-year students in law classes and provide feedback, facilitating a reflection process that helps students continuously improve in their preparation and development as lawyers.

Preceptors also invite students to accompany them to observe trials, client interviews, depositions, and mediations. While primarily involved with first-year law students, preceptors regularly interact with second- and third-year law students, as well as with alumni of the Law School.

Moot Court Program

The Moot Court Board at Elon Law is comprised of students who have excelled in the school's annual intramural moot court competition. The top 20 competitors in the annual fall competition are invited to membership on the Board.

Members of the Board join teams coached by the Law School's faculty, competing in interscholastic competitions with other law schools throughout the nation.

Representative competitions include the ABA National Appellate Advocacy Competition, the National Moot Court Competition, and the Craven Competition at the University of North Carolina at Chapel Hill. In just three years of competition, Elon Law teams have earned several best brief awards and finished second in two national competitions. Members of the Board who fulfill their service requirements are eligible to receive one academic credit for each interscholastic competition in which they compete, up to two academic credits.

Each fall, the Moot Court Board hosts the annual intramural moot court competition, giving second-year Elon Law students an opportunity to showcase their written and oral appellate advocacy skills. In the spring, the Board also plays a key role in coordinating the Billings, Exum & Frye National Moot Court Competition.

Contact:
Alan Woodlief, Associate Professor of Law and Director of Moot Court Programs
Phone: (336) 279-9203
E-mail: awoodlief@elon.edu

Mock Trial Program

Elon University School of Law participates in two national trial advocacy competitions, creating an opportunity for second and third year students to expand their advocacy skills. The Mock Trial program, which started at Elon Law in 2010, allows students to participate on an Advocacy Board. The Advocacy Board plans for regional and national competitions and conducts an intramural competition which determines selection for the Advocacy Board. Students on the Board may participate in one of two national competitions; the Texas Young Lawyers Association national criminal trial
competition and the American Association of Justice national civil trial competition. Students participating on national competition teams receive academic credit for their work on the team.

Contact:
Peter Hoffman, Professor of Law and Director of Legal Skills Programs
Phone: (336) 279-9235
E-mail: phoffman@elon.edu

Pro Bono

In keeping with the legal profession's obligation to serve the poor and under-represented, these initiatives offer students opportunities to develop and apply lawyering skills, as well as to experience working for and studying in the public interest. From student and faculty participation in pro bono work to community service programs and projects, the Elon Law community is dedicated to fostering a pro bono ethic.

There are several pro bono and community service projects sponsored by student organizations designed to provide support, services and assistance to populations in need throughout the Greensboro area and beyond. All students are eligible to volunteer for community outreach and advocacy projects.

Students interested in participating in pro bono opportunities should email probono@elon.edu.

Recognition of Student Pro Bono/Community Service Efforts

Students who complete 75 or more hours of pro bono service while in law school receive a Certificate of Recognition from the Law School and the North Carolina Bar Association. The certificates are presented to graduating third year students.

Information on current service projects, as well as how to record hours, is available on the school's website.
IV. Programs

Academic Skills Program

Consistent with Elon Law’s focus on leadership and engaged learning, the Academic Skills Program embraces principles of leadership education and a wide range of innovative methods for teaching and learning the law.

The Law School recognizes that preparing students to become successful lawyers who can excel at the highest levels of the profession requires an emphasis on developing self-awareness about one’s communications abilities and overall learning processes.

The Academic Skills program works with students individually and in groups to clarify how best they learn and then applies that information to develop personalized law study routines.

For First Year Law students, the primary goal of the fall term is to provide resources to help first year students adapt to law study. There are two resources available to first year students: Individual Coaching/Counseling and the LET’S Study Program. LET’S Study stands for Learning Effective Tools and Strategies for (Law) Study. These voluntary study sessions are designed to engage students in learning law study skills as they need them throughout their first year of law school. Dr. Peters and a team of upper-class students work to introduce and build basic study and exam taking skills. The program focuses on briefing cases, learning to read cases effectively, developing effective methods for end of the week reviewing, organizing materials, understanding the examination processes, developing approaches for taking exams, and more.

Additional resources and programs are available to upper class students based on need.

Contact:
Marty Peters, Professor of Legal Education
Phone: (336) 279-9240
E-mail: mpeters3@elon.edu

Leadership Fellows

As part of Elon University School of Law’s mission to infuse its legal education with an emphasis on leadership development, the school formed the Leadership Fellows program in 2009.

To be considered for the Leadership Fellows program, applicants to Elon University School of Law must complete a separate application for the Fellows program. Students invited into the Leadership Fellows program demonstrate exceptional leadership through community, collegiate, military, or other leadership experiences, as well as academic achievement. They also identify, through an essay in the Leadership Fellows application process, how the leadership skills they have acquired could be further developed and utilized at Elon University School of Law, in the practice of law, and in their communities.

Leadership Fellows are expected to maintain a minimum cumulative B- GPA, assist administration and faculty with the Leadership Lecture Series and other leadership programming, and undertake a Capstone project during their third-year of study.

Contact:
Office of Student Affairs
E-mail: studentafairs@elon.edu
Bryan Leadership Lecture Series

The Joseph M. Bryan Distinguished Leadership Lecture Series is an integral part of Elon University School of Law's commitment to develop lawyers who are also leaders. Endowed through a generous gift from the Joseph M. Bryan Foundation of Greensboro, N.C., the Distinguished Leadership Lecture Series brings accomplished leaders from a variety of disciplines to Elon to share their experiences and perspectives with students and faculty.

Contact: Dean Eugenia Leggett
Phone: (336) 278-9209
E-mail: eleggett@elon.edu
V. Admission to the Law School

Elon University has created a School of Law in which students and faculty are fully and constructively engaged in the optimum development of each student’s knowledge, skill and personal attributes, and in the improvement of our system of justice. The School of Law evaluates applicants’ potential for academic success and professional growth, focusing on their demonstrated achievement, aptitude for the study and practice of law, and interest in civic engagement and leadership. Because achievement of Elon’s educational mission mandates that its School of Law be relatively small, it is unlikely that all of the very well-qualified applicants who apply to Elon Law can be accepted for admission.

General Application Procedures

The School of Law enrolls first-year students only in the fall semester.

To be considered for admission, applicants must follow this procedure:

1. Application and Fee. The applicant must submit a law school application, along with the $50.00 application fee. This fee is not refundable and is not credited toward other fees in the event of admission. (This fee will be waived for applications submitted on or before December 31).
2. Law School Admission Test (LSAT). Each applicant must take the Law School Admission Test (LSAT), which is administered by the Law School Admission Council (LSAC). An LSDAS Law School Report will be requested by the School of Law. The results of a test taken more than five years prior to the date for which the applicant seeks admission will not be considered in the absence of unusual circumstances. Applicants may contact LSAC at (215) 968-1001 or www.lsac.org. The Elon University School of Law LSAC code number is 5500.
3. Law School Data Assembly Service (LSDAS). Each applicant must register with the Law School Data Assembly Service (LSDAS), so that Elon Law will receive a current Law School Report. It is the applicant’s responsibility to meet all of LSAC’s requirements and to ensure that Elon Law receives a completed LSDAS report.
4. Résumé. Applicants who have a résumé should include it with their application. However, even if a résumé is submitted, the applicant must respond to all questions on the application.
5. Letters of Recommendation. The applicant must provide at least two (2) letters of recommendation. It is recommended that these letters be forwarded to LSDAS, which will then forward them to the School of Law. However, a letter may be sent directly to the School of Law when it addresses an applicant’s fitness for Elon’s particular program.

The law school application and supporting materials should be submitted to the Admissions Office, 201 North Greene Street, Greensboro, North Carolina 27401. Phone: (336) 279-9200; Fax: (336) 279-8199; E-mail: law@elon.edu. Requests for more information and questions should also be directed to this office.

The School of Law will attempt to notify an applicant if a required item is missing from the application file. However, the applicant remains ultimately responsible for ensuring that the application file is completed in a timely fashion.

Applicants should retain copies of their law school applications, since many state boards
of law examiners request copies of applications.

All materials submitted in support of an application become the property of the Law School.

Regular Decision - Rolling Admission Option

Under this option, applicants will be considered and admission decisions made periodically throughout the year. Those applicants who select the Regular Decision-Rolling Admission option, who do not select an option, or who applied Early Decision but did not fulfill its requirements or whose decision was deferred, will be considered under the Regular Decision - Rolling Admission option. It is expected that most admission decisions will be made by April 1. However, applications will be accepted and considered as long as spaces are available in the entering fall class. Applicants admitted under the Regular Decision-Rolling Admission option must submit a non-refundable deposit of $200 by April 1, or within 2 weeks of their admission, whichever is later. A second $400 non-refundable deposit must then be submitted by June 1. These deposits will be credited toward fall semester tuition.

Early Decision Option

The Early Decision option is available for prospective students who, after careful consideration of their future plans and a thorough investigation of a variety of law schools, have concluded that Elon University School of Law will provide them with the legal education that best fulfills their needs and expectations. Applicants who are certain that Elon Law is their first-choice institution are encouraged to apply as Early Decision candidates.

Early Decision candidates must submit their applications by November 15, and all items necessary for completion of the application must be received by December 1. Only completed applications are considered for admission. An application is considered complete when all required documents, including the application form, the application fee, an LSDAS report, and two letters of recommendation, have been received by the school. Early Decision candidates must take the LSAT no later than the October test date to be considered for this option. Applicants should also consider, and incorporate into their application timelines, the time it will take for their LSAT/LSDAS reports to be processed and transmitted to the School of Law.

Early Decision candidates agree that they will not submit an early decision application to any other law school this year. Early Decision candidates will be notified by the end of December whether their application for admission has been accepted, denied or deferred for further review, in which case it is kept active and considered along with all other applications under the Regular Decision-Rolling Admission option. If an Early Decision applicant is denied admission or the decision is deferred for further review, the applicant may continue being considered for admission to law schools to which he/she had previously applied and may initiate applications to additional law schools.

Early Decision candidates agree that, if admitted to Elon Law under the Early Decision option, they will withdraw any pending applications to other law schools and not submit any additional applications. The accepted Early Decision candidate will submit a non-refundable deposit of $600 to Elon University by January 15 and will enroll in Elon University School of Law in the fall semester. This deposit will be credited toward fall semester tuition.
Applicants admitted under the Early Decision option and who have applied for scholarship consideration by December 1 will be notified of law school scholarship awards prior to the January 15 deposit deadline; however, other financial aid awards, including loan awards, will not be made until later in the spring.

The School of Law reserves the right to provide other law schools with the names of applicants accepted under its Early Decision option.

Procedure for Accepted Applicants

Applicants admitted under the Regular Decision-Rolling Admission option must submit a non-refundable deposit of $200 by April 1, or within 2 weeks of their admission, whichever is later. A second $400 non-refundable deposit must then be submitted by June 1. These deposits will be credited toward fall semester tuition.

Early Decision candidates agree that, if admitted to Elon Law under the Early Decision option, they will withdraw any pending applications to other law schools and not submit any additional applications. The accepted Early Decision candidate will submit a non-refundable deposit of $600 to Elon University by January 15 and will enroll in Elon University School of Law in the fall semester. This deposit will be credited toward fall semester tuition.

All accepted applicants must submit a Dean’s Certification Form for each postsecondary school attended. These forms will be mailed to the applicant with the acceptance letter and must be completed and returned prior to enrollment in the fall.

During the application phase, applicants will submit their postsecondary school transcripts to LSDAS, and the School of Law will receive copies of these transcripts from LSDAS. While this is sufficient for the application phase, accepted applicants must submit an official transcript indicating the award of a bachelor’s degree prior to enrolling in Elon Law. Generally, applicants must have received a bachelor’s degree from an accredited institution prior to enrollment in the School of Law. In rare instances, the school may, consistent with ABA Standards, admit exceptionally well-qualified applicants who have successfully completed three-fourths of the work acceptable for a bachelor’s degree.

Transfer/Visiting Applicants

Elon Law accepts applications for transfer and visiting students. In addition to complying with the general admission procedures, a transfer applicant must submit a letter of good standing and a transcript from their current law school, one of which should indicate the applicant’s current class rank. A student from a law school approved by the American Bar Association may be admitted to advanced standing as a candidate for a degree. To receive a law degree from Elon, a student must complete two-thirds (2/3) of the course work required for the degree at Elon. Credit is generally awarded for work completed with a grade of C or higher. Because Elon’s program incorporates leadership training not available at most law schools, accepted transfer students may be required to attend the leadership development portions of first-year orientation, as well as the first and second year Winter Term Courses if applicable.

With the approval of the Admissions Committee, it may be possible for students from other law schools to matriculate at Elon as visiting students. Visiting students must have the permission of their home law school and must be in good academic standing there. They are limited to one year in residence at Elon. Visiting students will receive their law degrees from their home law school and will not be eligible for an Elon law degree. In addition to complying with the general admission procedures, a visiting applicant
must submit a letter of good standing and permission to visit and a transcript from their current law school, one of which should indicate the applicant’s current class rank.

**International Applicants**

In addition to complying with the general admission procedures, international applicants must submit their foreign transcripts through the LSAC JD Credential Assembly Service. If applicants have completed any postsecondary work outside the United States (including its territories) or Canada, they must use this service for the evaluation of their foreign transcripts. The one exception to this requirement is if they have completed the foreign work through a study abroad, consortium, or exchange program sponsored by a United States or Canadian institution, and the work is clearly indicated as such on the home campus transcript. This service is included in the LSDAS subscription fee. A Foreign Credential Evaluation will be completed by the American Association of Collegiate Registrars and Admissions Officers (AACRAO), which will be incorporated into the LSDAS report. If the Admissions Committee determines that an applicant must submit a TOEFL score, the applicant must contact the Educational Testing Service (ETS) and request that the TOEFL score be sent to LSAC. LSAC’s TOEFL code for the JD Credential Assembly Service is 0058. The applicant’s TOEFL score will be included in the Foreign Credential Evaluation document that will be included in the LSDAS law school report.

To use the JD CAS, applicants should log in to their online LSAC account and follow the instructions for registering for the service. A Transcript Request Form should be printed out for each institution and sent promptly to them. More time is usually required to receive foreign transcripts. Questions about the JD Credential Assembly Service can be directed to LSAC at (215) 968-1001, or LSACINFO@LSAC.org.

**Part-Time Program**

Elon Law does not offer a part-time program or an evening division program in legal education.
VI. Financial Information

Cost

Pursuit of a legal education is costly; however, with proper planning and use of available resources, such as the scholarships, loans, and part-time employment described in this chapter, it can be affordable.

Tuition for the 2012-2012 is $34,550 for full time students taking between 12 and 17 credits. Students who receive permission to take any additional credits will not be charged any additional tuition. There is no part-time tuition available. An additional fee of approximately $1,300 is charged for health insurance, unless one already has health coverage. A waiver form must be completed to remove this fee.

All scholarships (academic, donor or service) and Law School Grants are intended for full-time enrollment. Reduction in course load will result in reductions or cancellation of awarded scholarships.

All charges are due as billed. Students unable to pay the entire bill at that time must make alternative arrangements with the Office of Financial Planning.

Indirect costs will depend greatly on the choices a student makes. It is important that students consider all choices carefully such as the housing location, whether to use public transportation or a bicycle instead of a car and whether to share an apartment and the associated expenses. Living expenses can vary significantly according to these lifestyle choices. These in turn impact on costs of attendance and future loan debt. The chart below incorporates different annual costs:

Estimated Annual Costs

2011-12 Tuition: $34,550

Other estimated expenses:
- Housing - $7,500
- Food - $4,500
- Utilities - $1,300
- Personal - $3,200
- Transportation - $3,000
- Health Insurance - $1,449*
- Rental Insurance - $300
- Books and Supplies - $1,600
- Parking - $500

Total of other estimated expenses: $23,243

*Cost of the university’s student illness plan for 2011-12. Unless students submit proof of other comparable coverage, they will be enrolled in the student illness plan, and the charge will be billed to the student’s account.

Note: In addition to the costs listed above, third-year students pay a graduation fee near the end of the fall semester which covers the cost of their diplomas, caps, gowns and other expenses. The fee has not yet been set for the class of 2012. Unless another form of payment is submitted by the student, this charge is billed to the student’s account in December.

Tuition Payments

Student are billed for the next semester’s tuition a few weeks before the semester begins, and tuition payments for each semester are due on or before the date of registration or the first day of classes for the semester. Students may visit https://ebill.elon.edu to view their account online and make a payment. Payments may also be mailed to the Bursar’s Office at P.O. Box 398, Elon NC 27244.

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Financial Aid/Financial Planning

Assistance may be in the form of scholarships, grants, loans, or employment. Subsidized Federal Stafford Loans and Federal Perkins Loans are awarded on the basis of financial need; other non-need based loans are also available.

The Office of Financial Planning is located on the Elon University Campus, but does hold weekly office hours at the Law School. This office assists students in obtaining funds to meet their educational costs and living expenses while in law school. Many students borrow funds to finance their legal education. To be eligible for Subsidized and Unsubsidized Federal Stafford Loans and Unsubsidized Federal Stafford Loans, applicants must complete the Free Application for Federal Student Aid (FAFSA). Elon’s federal school code is 002927. Law students may be eligible to borrow additional funds through the Federal GradPlus loan program. Applicants should complete the FAFSA as soon as possible after January 1. It is important that a student’s FAFSA data be received and processed by the federal processors by March 1 (preceding fall registration), Elon Law’s priority deadline for the Federal Perkins Loans. After that time, campus-based funds may be depleted. For more detailed information on application procedures or financial aid, please go to the financial aid section of Elon Law’s Web site: http://www.elon.edu/e-web/law/admissions/FinancialPlanning.xhtml. The FAFSA may be obtained online at www.fafsa.ed.gov.

Due to U.S. government regulations, federally sponsored financial aid is not available to foreign students. However, foreign students with an eligible co-borrower may apply for alternative loans with private lenders.

Questions regarding Elon Law Scholarships should be directed to the Law School Office of Admissions.

Office of Financial Planning
Contact: Lynette Lorenzetti
Phone: (336) 278-7640
E-mail: lorenzet@elon.edu

Employment Programs

Student Research Assistantships are provided to selected second and third-year students with excellent academic records. The program enables students to work closely with faculty members engaged in significant legal research. Research assistants are paid on an hourly basis.

Outside Employment. Consistent with the accreditation standards of the American Bar Association, the Law School requires students to devote substantially all of their working hours to the study of law. The ABA has interpreted this requirement to mean that an upper level, full-time student may not work in excess of 20 hours per week while attending law school. Entering students may not accept any outside employment during their first year.

Second and third-year students often benefit enormously from employment as law clerks, not only in terms of their finances, but also by adding practical experience to their school education and strengthening their resumes for future employment. However, full-time students must limit their outside employment in accordance with ABA standards.

Scholarships

Most scholarships awarded by the Law School are merit-based. Merit scholarships, which range from $2,000 to full tuition, are awarded based on applicants’ potential for outstanding contributions to the Law School, the legal profession and society. All admitted students are automatically considered for merit-based scholarships, and students selected to receive these scholarships will generally be notified within two to four weeks of their admission.
Continuing students may petition to increase their scholarship amounts after the spring grades have been posted. These scholarships and grants are based on the availability of funds.
VII. Degree Requirements

General Information

Consistent with Elon’s undergraduate program, the Law School operates on a 4-1-4 semester model, with both the fall and spring semesters lasting approximately 4 months and the Winter Term in January. Elon’s curriculum includes a number of required courses in the second year. In addition to providing students with the knowledge and skills necessary to pass the bar examination and to practice successfully, these required courses will serve to keep students engaged throughout their law school careers.

Below is information pertaining to each class currently enrolled at the Law School.

Class of 2012

General Juris Doctor (J.D.) Requirements

Elon University School of Law requires 90 credit (semester) hours for graduation and prescribes a core curriculum of 49 hours. Full-time students are required to take a minimum of 12 credit hours each semester and are limited to a maximum of 17 credit hours per semester. The Law School’s academic year consists of more than 130 days on which classes are regularly scheduled. The academic year is approximately nine months long, consisting of the fall and spring semester and a January winter term. Most class sessions last 60 minutes, with 12 class sessions required for one credit, exclusive of exams, and 90 credits required for graduation, for a total of 70,200 minutes of instruction time. To graduate from Elon, students must be enrolled as full-time students in residence for a minimum of six semesters. A cumulative grade point average of 2.80 or higher is required for graduation.

The First Year

The required first-year program consists of 30 required credit hours. All such courses are taught by full-time faculty, except for some of the sections of Legal Method & Communication and some of the small breakout groups of Lawyering, Leadership & Professionalism.

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<td>Total: 14</td>
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During the Winter Term, students are required to participate in a 2 credit hour leadership course titled, “Lawyering, Leadership and Professionalism.”

Second Year

The upper-level curriculum is a combination of required courses and electives. Elon recognizes that, to prepare for the effective practice of law, its graduates should acquire foundational knowledge and skills beyond those required in the first year. Therefore, all students are required to complete courses in business associations, constitutional law, evidence, criminal procedure, and professional responsibility. Elon also recognizes that, in order to develop practice-ready attorneys, a broader background in other basic courses, such as administrative law, taxation, wills and trusts, and international law, is essential.
During the Winter Term, students are required to participate in a 2 credit hour leadership course titled, “Leadership and Public Law.”

**Third Year**

Except for the concentration requirements and an upper-level writing requirement, the formal third-year curriculum is entirely elective.

**Concentrations**

The Law School offers four concentrations: litigation, business, public interest and general practice. Each student must select at least one area of concentration and the requirements of at least one concentration must be completed as a condition of graduation. Students are allowed to complete more than one concentration. Each concentration requires the completion of courses totaling 10 credits; certain courses are required in each concentration, while most credits are satisfied with electives.

**Upper Level Writing Requirement**

The faculty has approved an Upper-Level Writing Requirement which must be completed by all law students during their second or third year as a requisite to graduation. The Faculty has also adopted the following standards for completion of the requirement. To satisfy the Upper-Level Writing Requirement, a student must prepare a paper of at least 20 pages in length, exclusive of footnotes and endnotes, and: (1) the topic of the paper must be approved by the professor; (2) the student must submit one or more drafts; (3) the professor must review such draft(s) prior to at least one conference between the student and the professor; and (4) the student must submit a final paper, which the professor certifies as satisfying the Upper-Level Writing Requirement.

An Intent Form must be submitted to the Law School Registrar early in the semester when the student intends to complete the requirement. To receive credit for satisfactorily completing the Upper-Level Writing Requirement, the student must submit a Completion Form, signed by the faculty member supervising the Requirement, which certifies that the Requirement has been satisfactorily completed.

Students will be notified through the Registration process of which courses will allow students to complete the upper-level writing requirement as part of the course requirements. Students may also work independently with a faculty member to complete the upper level writing requirement. Students do not receive course credit for completing the upper-level writing requirement even when the student works independently with a faculty member.

**Class of 2013 and Successive Classes**

Elon University School of Law requires 90 credit (semester) hours for graduation and prescribes a core curriculum of 49 hours. Full-time students are required to take a minimum of 12 credit hours each semester and are limited to a maximum of 17 credit hours per semester. The Law School’s academic year consists of more than 130 days on which classes are regularly scheduled. The academic year is approximately nine months long, consisting of the fall and spring semester and a two week January winter term. Most class sessions last 60 minutes, with 12 class sessions required for one credit,
exclusive of exams, and 90 credits required for graduation, for a total of 70,200 minutes of instruction time. To graduate from Elon, students must be enrolled as full time students in residence for a minimum of six semesters. A cumulative grade point average of 2.00 or higher is required for graduation.

The required first-year program consists of 30 required credit hours. All such courses are taught by full-time faculty, except for some of the sections of Legal Method & Communication and some of the small break out groups of Lawyering, Leadership & Professionalism.

During the Winter Term, students are required to participate in a 2 credit hour leadership course titled, “Leadership and Public Law.”

**Second Year**

The upper-level curriculum is a combination of required courses and electives. Elon recognizes that, to prepare for the effective practice of law, its graduates should acquire foundational knowledge and skills beyond those required in the first year. Therefore, all students are required to complete courses in business associations, constitutional law, evidence, criminal procedure, and professional responsibility. Elon also recognizes that, in order to develop practice-ready attorneys, a broader background in other basic courses, such as administrative law, taxation, wills and trusts, and international law, is essential.

During the Winter Term, students are required to participate in a 2 credit hour leadership course titled, “Lawyering, Leadership and Professionalism.”

**Third Year**

Except for the concentration requirements and an upper-level writing requirement, the formal third-year curriculum is entirely elective.

**Concentrations**

The Law School offers four concentrations: litigation, business, public interest and general practice. Each student must select at least one area of concentration during their second year, and the requirements of at least one concentration must be completed as a condition of graduation. Students are allowed to complete more than one concentration. Each concentration requires the completion of courses totaling 10 credits; certain courses are required in each concentration, while most credits will be satisfied with electives.

**Upper Level Writing Requirement**

The faculty has approved an Upper-Level Writing Requirement which must be completed by all law students during their second or third year as a requisite to graduation. The Faculty has also adopted the following standards for completion of the requirement. To satisfy the Upper-Level Writing Requirement, a student must prepare a paper of at least 20 pages in length,
exclusive of footnotes and endnotes, and: (1) the topic of the paper must be approved by the professor; (2) the student must submit one or more drafts; (3) the professor must review such draft(s) prior to at least one conference between the student and the professor; and (4) the student must submit a final paper, which the professor certifies as satisfying the Upper-Level Writing Requirement.

An Intent Form must be submitted to the Law School Registrar early in the semester when the student intends to complete the requirement. To receive credit for satisfactorily completing the Upper-Level Writing Requirement, the student must submit a Completion Form, signed by the faculty member supervising the Requirement, which certifies that the Requirement has been satisfactorily completed.

Students will be notified through the Registration process of which courses will allow students to complete the upper-level writing requirement as part of the course requirements. Students may also work independently with a faculty member to complete the upper level writing requirement. Students do not receive course credit for completing the upper-level writing requirement even when the student works independently with a faculty member.
VIII. Adding/Dropping Courses

Students may not withdraw from a required course. For elective courses, the institution provides an add/drop period at the beginning of every semester. After the second class of the semester, a student may officially withdraw from an elective course with a “W” (withdraw without penalty) up until halfway through the term, which includes the week of examinations. The length of the term is determined by counting all calendar days from the first day of classes through the last day of exams, including the first and last day. After that date, no withdrawals are allowed. Any exception to this policy is the responsibility of the Dean or the Associate Dean for Academic Affairs. A course dropped without permission of the Dean or Associate Dean for Academic Affairs is automatically graded “F”.

A student who withdraws from the university for any reason (except for a medical reason) receives grades of “W” if the withdrawal is before the designated half-term time period. After this time a student will receive a “W” or “F” depending on his/her grades at the time of withdrawal.

All second and third year students must maintain at least 12 credit hours. It is important that students realize that registration changes that place them below full-time status may unfavorably affect financial and scholarship, veteran’s rights, foreign student visas and other benefits and requirements. The student is responsible for any changes in his or her course registration and for maintaining his/her status as a full-time student.
IX. Examinations and Grading

Taking Final Examinations

In many courses, students are evaluated by an examination at the end of the course. Faculty may use other types of assessment as additional or alternative bases for evaluating student achievement. Exam times and room assignments will be distributed by the Registrar.

Anonymous Grading

Law School exams are anonymous and self-identification of any kind is not permitted. Students are not to put name, class level or personal comments (which could be used to identify a student) anywhere on exam materials. Instead, students are given an examination number each semester by the Registrar’s Office. Faculty grade examinations anonymously, referring only to the exam identification number.

Each exam period students will receive a new Exam ID number. Students should memorize or bring this number to each exam. Numbers will not be given out over the phone or to a third party.

Examination Accommodations

Students who have a disability that will require accommodation during a semester must complete a disability accommodation request form. Information about required forms and documentation are available at elon.edu/disability. This form should be submitted to Susan Wise on the main campus.

Accommodations are granted only to students who have provided a formal evaluation with a diagnosis of significant disability. For additional information, please consult the Elon University Disabilities Guidebook, available online. An evaluation that was used for disability accommodation in undergraduate school may be sufficient for this purpose (additional information and further evaluations may be required.)

Requests for accommodations must be received and decided prior to any class session, activity, test or examination potentially impacted. Because of the time involved in considering a request for accommodation and in fashioning an appropriate accommodation if one is warranted, requests should be made as early as possible during the semester. Accommodations are not retroactive.

Contact Information: Susan Wise
E-mail: Swise2@elon.edu
Phone: (336) 278-6500

Rescheduling a Final Exam

Students are required to take all of their exams at the times scheduled. Students must seek approval for rescheduling exams. In order to protect anonymity, students should not contact the professor if they need to reschedule or miss a final exam.

A student may request that a scheduled exam be rescheduled under the following circumstances: when the student has two exams within a 24 hour period.

The administration will determine which exam will be rescheduled and when the rescheduled exam will be administered. Exams that qualify for rescheduling under this rule will generally be rescheduled for the individual student’s next available exam slot that does not create a new conflict under this rule. Rescheduled examinations must generally be taken after the regularly scheduled examination slot.

All requests for rescheduled examinations for one of the reasons set forth in the preceding paragraph must be in writing and presented
along with any supporting documentation to the Registrar. All such requests must be made at least 21 calendar days prior to the beginning of the examination period.

An illness or death in the family, illness of the student, or other compelling circumstances may merit a change in exam scheduling. If an emergency situation arises that prevents exam attendance, student should immediately notify the Registrar.

**Failure to Take a Final Examination**

If an exam is not taken, the student will receive an “F” for the exam and may fail the course for the semester.

**Grading Scale**

*Class of 2012*

Students are graded in most courses on a letter and number grading scale (see chart below).

<table>
<thead>
<tr>
<th>Grade</th>
<th>Letter</th>
</tr>
</thead>
<tbody>
<tr>
<td>4.30</td>
<td>A+</td>
</tr>
<tr>
<td>4.29 to 4.00</td>
<td>A</td>
</tr>
<tr>
<td>3.99 to 3.70</td>
<td>B+</td>
</tr>
<tr>
<td>3.69 to 3.40</td>
<td>B</td>
</tr>
<tr>
<td>3.39 to 3.10</td>
<td>B-</td>
</tr>
<tr>
<td>3.09 to 2.80</td>
<td>C+</td>
</tr>
<tr>
<td>2.79 to 2.50</td>
<td>C</td>
</tr>
<tr>
<td>2.49 to 2.20</td>
<td>C-</td>
</tr>
<tr>
<td>2.19 to 1.90</td>
<td>D+</td>
</tr>
<tr>
<td>1.89 to 1.60</td>
<td>D</td>
</tr>
<tr>
<td>1.59 to 1.30</td>
<td>D-</td>
</tr>
<tr>
<td>1.29 to 1.00</td>
<td>F+</td>
</tr>
<tr>
<td>0.99 to 0.70</td>
<td>F</td>
</tr>
<tr>
<td>0.69 to 0.00</td>
<td>F</td>
</tr>
</tbody>
</table>

Elon University School of Law uses a scale with the highest grade being 4.30 to evaluate and assess student performance.

Certain courses in the curriculum may also be graded on a Pass/Fail basis. Students receiving a “P” (Pass) on such a course will receive hours of credit for completing the course but will not receive any quality points and such course will not factor into the student’s GPA. In addition to the other grades discussed herein, students may receive a grade of “I” for Incomplete. Unless an “I” is removed within thirty (30) days of the date the course would have been completed (including the date of examination), or the date is extended by the Dean or Associate Dean for Academic Affairs, an “I” grade is automatically changed to an “F”.

Generally, a student’s grade point average is computed by dividing the total quality points on work attempted at Elon by the number of hours attempted, except for a course with grades of “P” (Pass), “WD” (medical withdrawal), or “W” (withdrawal). The first-year Lawyering, Leadership and Professionalism course, the Capstone Leadership course, and the Governmental, Judicial and Public Interest Externships are graded on a Pass/Fail basis.

In many courses, students are evaluated by an examination at the end of the course. Faculty may use other types of assessment as additional or alternative bases for evaluating student achievement. The use of class-participation points as a part of the final grade also is a matter of discretion on the part of each faculty member.

In most courses, students are assigned a final grade on the numerical scale. The Law School reports the numerical grade point average on official transcripts.

*Class of 2013 & Successive Classes*

Students are graded in most courses on a letter and number grading scale (see chart below). Starting with the Class of 2013, the Faculty approved a change in the grading scale.
The mandatory curve for all first year courses as follows:

(A) At least 15% of the class must receive a grade of 3.67 (A-) or above
(B) At least 10% of the class must receive a grade of 1.67 (C-);
(C) At least 5% of the class must receive a grade of 1.33 (D+) or below;
(D) The average grade for the class must be between 2.80 - 3.00;
(E) In exceptional circumstances the Associate Dean of Academic Affairs has the discretionary power to waive compliance by a faculty member with the requirements of the mandatory curve.

The mandatory mean for upper-level courses must be between 3.0 and 3.33.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Grade Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C</td>
<td>2.0</td>
</tr>
<tr>
<td>C-</td>
<td>1.67</td>
</tr>
<tr>
<td>D+</td>
<td>1.33</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>D-</td>
<td>0.67</td>
</tr>
<tr>
<td>F</td>
<td>0</td>
</tr>
</tbody>
</table>

Academic Affairs, an "I" grade is automatically changed to an "F".

Generally, a student's grade point average is computed by dividing the total quality points on work attempted at Elon by the number of hours attempted, except for a course with grades of “P” (Pass), “WD” (medical withdrawal), or “W” (withdrawal).

In many courses, students are evaluated by an examination at the end of the course. Faculty may use other types of assessment as additional or alternative bases for evaluating student achievement.

In most courses, students are assigned a final grade on the numerical scale. The Law School reports the numerical grade point average on official transcripts.

**Dissemination of Grades**

Once received by the Registrar, all grades will be posted through the University Ontrack system. Generally students can expect to receive grades within 45 days. Students will be able to review their current as well as past semester grades through this online system. As a general rule, grades for first year students will not be available until at least three grades have been received by the Registrar's Office.

**Feedback on Grades**

Students are encouraged to review their graded projects and exams with faculty members. Each faculty member will inform students of the faculty member's policies regarding appointments to discuss exams and other work.

Exams are not allowed to leave the building, however, students will have access to their exam to have a productive meeting with faculty. Generally, items may not be copied,
and in no instance may an exam be copied without the permission of the instructor.

**Change of Grades**

After final grades to the Registrar's Office, any request to change a grade must be initiated by the faculty member who submitted the grades. A faculty member may change the grade only if it was incorrect due to mathematical, administrative or mechanical error with the approval of the Associate Dean for Academic Affairs. A grade may not be changed as a result of a substantive reevaluation of a student’s work or otherwise. The faculty member’s judgment is final.
X. Academic Standards, Probation and Exclusions

Academic Standards

Class of 2012

Under the academic regulations of the Law School, any student who falls below a cumulative GPA of 2.80 at the completion of their first year will be excluded. Of those students, any student who attains a cumulative GPA of 2.60 or above is entitled to petition for readmission. Any student whose cumulative GPA falls below 2.60 will have no entitlement to be readmitted.

Second year students must maintain at least a cumulative 2.8 average at the completion of each semester. Any student whose cumulative GPA falls below 2.6 at the completion of either semester will be excluded. Of those students, any student who attains a cumulative GPA of 2.60 or above is entitled to petition for readmission. Any student whose cumulative GPA falls below 2.6 will have no entitlement to be readmitted.

Any third year student who fails to maintain a cumulative GPA of at least 2.8 average at the completion of the first semester of the third year will be excluded. Of those students, any student who attains a cumulative GPA of 2.60 or above is entitled to petition for readmission. Any student whose cumulative GPA falls below 2.6 will have no entitlement to be readmitted.

The standing Committee of the faculty on Assessment/Academic Standards shall serve as the committee to review student readmission petitions. The Committee has full authority to review and evaluate student petitions for readmission.

If a student is re-admitted, the Committee may fashion appropriate conditions of probation, including but not limited to, requiring that a student participate in academic support programs, limiting involvement in co-curricular activities, or prohibiting employment during the academic year. The faculty Committee also may set performance standards, such a minimum grade in a course or a minimum grade-point average for a semester, to continue in the program. See “Academic Relief,” below, for further information.

Class of 2013 & Successive Classes

Starting with the class of 2013, any student who falls below a cumulative GPA of 2.0 (C) at the completion of their first year will be excluded. Of those students, any student who attains a cumulative GPA of 1.80 or above is entitled to petition for readmission. Any student whose cumulative GPA falls below 1.80 will have no entitlement to be readmitted.

Second year students must maintain at least a cumulative 2.0 (C) average at the completion of each semester. Any student whose cumulative GPA falls below 2.0 (C) at the completion of either semester will be excluded. Of those students, any student who attains a cumulative GPA of 1.80 or above is entitled to petition for readmission. Any student whose cumulative GPA falls below 1.80 will have no entitlement to be readmitted.

Any third year student who fails to maintain a cumulative GPA of at least 2.0 (C) average at the completion of the first semester of the third year will be excluded. Of those students, any student who attains a cumulative GPA of 1.80 or above is entitled to petition for readmission. Any student whose cumulative GPA falls below 1.80 will have no entitlement to be readmitted.

The standing Committee of the faculty on Assessment/Academic Standards shall serve as the committee to review student readmission petitions. The Committee has full authority to review and evaluate student petitions for readmission.

If a student is re-admitted, the Committee may fashion appropriate conditions of probation, including but not limited to, requiring that a student participate in academic support programs, limiting involvement in co-curricular activities, or prohibiting employment during the academic year. The faculty Committee also may set performance standards, such a minimum grade in a course or a minimum grade-point average for a semester, to continue in the program. See “Academic Relief,” below, for further information.
petition for readmission. Any student whose cumulative GPA falls below 1.80 will have no entitlement to be readmitted.

Any student who fails to maintain a cumulative GPA of at least 2.0 (C) at the completion of the final semester shall not be permitted to graduate. Any such student is entitled to petition for review and may request continuation in the same manner as is currently permitted.

The standing Committee of the faculty on Assessment/Academic Standards shall serve as the committee to review student readmission petitions. The Committee has full authority to review and evaluate student petitions for readmission.

If a student is re-admitted, the Committee may fashion appropriate conditions of probation, including but not limited to, requiring that a student participate in academic support programs, limiting involvement in co-curricular activities, or prohibiting employment during the academic year. The faculty Committee also may set performance standards, such as a minimum grade in a course or a minimum grade-point average for a semester, to continue in the program. See “Academic Relief,” below, for further information.

Effect of Exclusion on Summer Enrollment

A student who takes a summer course, whether at Elon or in one of the summer abroad programs, and is notified during the course that he or she is dismissed may be allowed to complete the course for credit.

Return of Law School Property

Upon notification of academic exclusion from the school, the student must return all of the following Law School Property:

a. Student locker key
b. Phoenix Card
c. Parking passes
d. Any library materials in the student’s possession
e. Any other property issued by the University to the student

Failure to return Law School property in good condition may result in repair or replacement charges to the departing student.

Return of Student Property

When a student departs the Law School, any student personal property must be removed from the Law School within thirty (30) days of the effective date of departure. After the expiration of the thirty (30) day time period, the property will be considered abandoned by the student and disposed of by the Law School.

Academic Relief

Right to Petition for Readmission

A student who has been academically excluded, and who is eligible for readmission as described above, may petition for readmission.

The standing Committee of the faculty on Assessment shall serve as the committee to review student readmission petitions. The Assessment Committee (“the Committee”) has full authority to review and evaluate student petitions for readmission.

All petitions for relief shall be in writing addressed to the Committee. The petition must be received by the Law School Registrar within seven (7) business days of the date of the letter notifying the student that s/he has been academically excluded. The petition shall set forth in detail the relief sought and the reasons that relief should be granted. While there is no fixed page limit, the suggested page limit is no more than 10
There is no specific format for a student petition for readmission.

The Committee will meet to consider the student’s petition as soon as practicable after its receipt. A student may request in the petition that s/he be allowed to appear before the Committee prior to its determination of the petition. At this appearance, the petitioner may orally present information that is not contained in the original petition concerning the merits of the petition. The Chair of the Committee will conduct the meeting and may regulate the conduct of the meeting, including but not limited to the length and allowable scope of the petitioner’s presentation. Because no transcript or recording of any proceedings or meetings on the petition will be made, the petitioner can submit any additional information raised in his or her oral presentation in a supplemental written statement.

The petition process and the meetings and other proceedings therein, including any appearance by the petitioner before the Committee, is restricted to the Elon Law student and faculty directly involved in the petition proceeding. Recognizing that the petition process is an in-house procedure, attorneys, other legal counsel and other individuals are not permitted to participate in the petition process or to appear at any meeting, hearing or any other proceeding. Other than the appearance by the petitioner allowed in the preceding paragraph, all meetings, proceedings and deliberations of the Committee and faculty will be closed and attendance limited to members of the Committee.

There will be no transcript or recording of any meetings or proceedings regarding the petition. Rather, the record of the petition process and hearing will consist of the written statements submitted by the petitioner and the written decisions on this petition prepared by the Committee.

Standards for Readmission through the Petition Process

A student who has been academically excluded has the burden of persuading the Committee that s/he should be readmitted. In determining whether the petitioning student should be readmitted, the Committee will apply the following standard:

The petitioning student must establish by clear and convincing proof that: (1) s/he has identified the problems or issues that led to his or her exclusion; (2) s/he has taken sufficient steps, or has made sufficient plans, to prevent those or similar problems or issues from interfering with his or her performance in subsequent semesters; and (3) s/he is capable of satisfactory academic performance in each subsequent semester and can satisfactorily complete his or her law studies.

Requirements for Readmission; Conditions

When a petition for readmission is granted, the Committee may impose any conditions on readmission including, but not limited to, requiring the petitioner to retake a particular course or courses, prescribing the level of academic performance which will again result in exclusion for academic deficiency, limiting the student’s outside employment and involvement in co- and extra-curricular activities, or any other conditions or restrictions it may deem appropriate.

Upon reaching its decision, the Committee will prepare a written decision and provide a copy of this decision to the petitioning student and the Dean.

Appeal Process

After a student's petition for readmission has been considered on its merits by the Committee and a decision reached by that Committee, the petitioning student may appeal this decision to the Dean within seven (7) calendar days of the date of notice of the
Committee’s decision regarding the Petition for Readmission. Unless otherwise determined by the Dean, this appeal will be decided based on a review of the information considered by the Committee, without further submissions or appearances. Upon reaching a decision on the appeal, the Dean will notify the petitioning student and the Committee of this decision. There is no right to petition or appeal beyond the Law School Dean.

Denial of a readmission petition shall be without prejudice to the right to apply for readmission as an entering first year student.

Right to Apply for Readmission

A student who has been unconditionally excluded for academic deficiency during the first year of law school may apply for readmission *de novo* to join a full-time first year class entering the Law School two or more years after the student is notified of his or her exclusion. The Admissions Committee may readmit the reapplying student if the members of that Committee believe there is a substantial likelihood that the applicant is presently able to successfully complete law school. In making this decision, the Admissions Committee shall consider the applicant’s post-exclusion course work, work activity, or study and the applicant’s GPA and LSAT.

If the Admissions Committee decides to readmit the student, the Admissions Committee Chairperson shall sign and place in the student’s file a statement of the considerations that led to the decision to readmit the student.

If the Admissions Committee denies an application for readmission after academic exclusion, the decision of the Committee shall be final.
XI. Honors, Prizes and Awards

Honors

Class rank and honors will be determined by the cumulative grade-point average. The Law School Registrar calculates class rank after all grades are received for the Fall and Spring semesters.

Degree Honors

The degree of Juris Doctor will be awarded with honors under the following circumstances:

*Summa Cum Laude*: Any student who graduates in the top two percent of the graduating class shall be designated as graduating *summa cum laude*.

*Magna Cum Laude*: Any student who graduates between the top three percent and the top seven percent of the graduating class shall be designated as graduating *magna cum laude*.

*Cum Laude*: Any student who graduates between the top eight percent and the top fifteen percent of the graduating class shall be designated as graduating *cum laude*.

The award of honors is determined exclusively by the final cumulative grade-point average.

Dean's List

After the fall and spring semesters, the Dean will publish a “Dean’s List.” To qualify for the Dean’s List, a student must be a full-time student, i.e., registered for 12 or more credits, and earn a semester grade point average that places the student in the top 15 percent of his or her class for courses taken during that semester.

Awards given by the Faculty & Administration

*Gergen Leadership Award*

Each year the faculty at Elon Law select for recognition an individual from the graduating class whose activities represent the twin principles of leadership and professionalism. This award is named in honor of David Gergen, whose professional life and contributions have embodied the highest levels of selfless leadership and service. Gergen has served as adviser to four United States presidents. He is the Director of the Center for Public Leadership and Professor of Public Service at the Harvard Kennedy School, one of the country’s preeminent political commentators, and Chair of Elon’s Law School Advisory Board.

*“Strongest Comprehensive Performance”*

These awards are presented by the faculty each fall for performance in required classes. This award is given to the student that, in the mind of each faculty member, has had the strongest performance in a class. This assessment is not limited to the highest grade – it includes participation, oral and written work, group work as well as final grade.

Outside Recognition

*North Carolina Bar Association Student Pro Bono Service Award*

The North Carolina Bar Association and Elon Law recognizes members of the graduating class that perform 75 hours or more of *Pro bono* work in the community.
North Carolina State Student Pro bono Award

One student from the graduating class is nominated by the school to receive the North Carolina State Student Pro bono Award based on their commitment to service and the number of pro bono hours performed throughout their time at Elon.
XII. Courses Taken Elsewhere

Policies Applicable to All Students

The rules set forth in this section apply to students admitted to the School of Law as transfer students, and to students permitted by the School of Law to take courses at another law school or elsewhere in the University. Students should also consult the appropriate section below (“Transfer Students,” or “Courses Taken by Elon Law Students outside the Law School”) for additional policies. All candidates for the J.D. degree are required to complete six full-time semesters in residence at the Elon University School of Law.

Students may receive credit for work at another law school only upon the receipt of an official transcript from the other school. The School of Law will not request the transcript; the student has the responsibility to do so.

No credit toward the degree will be given for any course taken at another law school or elsewhere in which the grade received is less than a “C.” The transcript will identify the law school or department where the course was taken and the grade received, regardless of whether credit toward the J.D. is granted. No quality points will be awarded for such grades; this means that such credits will apply toward the Elon J.D. degree on a pass-fail basis. Students should be aware that if they take a course outside the Law School in their final semester, and fail to earn a “C” or higher, no credits will be granted toward the J.D. degree for that course, and they may fall short of the 90 credits required to graduate.

Transfer Students

The School of Law welcomes applications from students who have compiled strong records at their law schools and wish to transfer to the Elon University. A transfer application will be considered only if the applicant has attended a school accredited by the American Bar Association. With rare exceptions, the School of Law considers students who have maintained an average of “B” or better or are ranked in the top 30 percent of their law school classes and have completed one full year in a day or evening division. Credit of two semesters (up to 32 academic credits, and two semesters of residence) may be given for work at another law school. Students who have completed more than one full year of law study will generally be limited to a maximum of two semester’s credit for work at the other law school.

Whether a particular course or courses a student has taken at another law school can be used to satisfy the specific J.D. course requirements of the School of Law will be determined upon admission. Transfer students are not automatically eligible for membership on Law Review on the basis of class rank at another law school. The editorial board of the journal concerned may, at the student’s request, review the transcript and invite an exceptionally well-qualified transfer student to become a member without participating in the writing competition.

Transfer students may choose to participate in the fall intramural Moot Court Competition which is used to select members of the Moot Court Board and the school’s interscholastic teams.

Courses Taken by Elon Law Students Outside the School of Law

In limited circumstances, the School of Law permits students to receive credit towards their J.D. requirements for courses that are not taken at the School of Law, whether at another law school or elsewhere. In all cases,
students must follow proper procedures for obtaining advance permission. Otherwise, no credit will be granted toward the J.D. requirements. Under no circumstances will permission be granted retroactively.

**Courses Taken at Another Law School**

**Summer Sessions**

A student may count a maximum of six credits for courses taken during the summer session of another accredited law school toward their J.D. requirements. A request to receive credit towards the J.D. degree for courses taken during the summer session of another accredited law school must be submitted to the Office of Student Affairs prior to taking those courses on the form provided.

The student must have a cumulative grade-point average of at least 2.00 without regard to grades for the spring semester immediately prior to the summer in question, regardless of their effect.

Whether a particular course or courses a student takes during the summer session of another law school can be used to satisfy the specific J.D. course requirements of the School of Law will be determined by the Associate Dean of Academic Affairs.

**Visiting Status During a Regular Academic Semester**

If a student has a strong academic record and presents a compelling educational reason involving rigorous curricular offerings that are not available at the Elon University School of Law, the Associate Dean for Academic Affairs may permit him or her to attend another accredited law school for one regular academic semester as a visiting student, while still receiving the J.D. degree from the Elon University School of Law (assuming satisfactory completion of all J.D. degree requirements). The Associate Dean may, in rare circumstances, consider a petition to visit another law school based on extraordinary compelling personal circumstances that make such visit necessary. Petitions for permission to visit away must be submitted to the Associate Dean for Academic Affairs prior to attending the other law school. Students submitting such petitions must

1. Demonstrate compelling reasons to attend the other law school; and
2. Have a cumulative grade-point average of 2.00 (or if in the Class of 2012, a 2.80) or above immediately before attending the other law school.

Students who are granted visiting away status must complete their last semester at this Law School, except in extraordinary circumstances.
XIII. Visiting Students from Other Law Schools

Elon University School of Law is pleased to admit a limited number of visiting students from other ABA-accredited schools ("transient students") who are in good academic standing at their home law school and who have the permission of their home school to study at the Elon University School of Law.

Transient students are expected to adhere (1) to the requirements and standards of their home institution; and (2) to the academic and other standards specified in the Law School Academic Catalog, Student Handbook and Honor Code, and other official documents of the Elon University School of Law.

Students requiring financial assistance should contact the Financial Aid Office at their home schools and/or the Office of Financial Planning at the Elon University for assistance and application materials. Students who have been approved for transient status at Elon should seek the advice of the Associate Dean of Academic Affairs to complete registration.

Transient students are expected to return to their home institution.
XIV. Student Withdrawal

Withdrawal

A student may withdraw voluntarily from the School of Law before the start of his or her first examination in any term, provided formal written notice is given to the Office of Student Affairs. Readmission following withdrawal is subject to the following conditions:

1. There is no right to automatic readmission.

2. A request for readmission will be considered on the basis of the admission standards prevailing at the time readmission is sought. The student must comply with any new admission requirements even if such requirements differ from those existing at the time he or she was originally admitted to the School of Law. A request for readmission may be made by sending a letter to the Office of Admissions.

3. If a student who has withdrawn is readmitted, law school credits earned five or more years prior to the date of reenrollment will not be recognized. All requirements for the J.D. must be completed within five years of initial enrollment.

4. A first-year student who withdraws before completing all the requirements of the first semester will, if he or she is subsequently granted readmission, be required to reenroll as a beginning first-year student.

5. If a student who is granted a Medical Withdrawal must provide medical documentation in order to apply for readmission.

Medical Withdrawal

If a student has a documented medical condition that has impacted his/her ability to complete course work and will keep him/her from taking exams, the student should consult the Office of Student Affairs for a medical leave of absence which will remove the student permanently (with grades of WD) from all classes. Students seeking a medical withdrawal must withdraw from all courses; they may not obtain a medical withdrawal from only selected courses. Students with medical withdrawals will not be permitted to complete courses. Medical withdrawals must be processed before the last day of classes.
Return of Law School Property

Upon withdrawal from the school, the student must return all of the following Law School Property:

a. Student locker key
b. Phoenix Card
c. Parking passes
d. Any library materials in the student’s possession
e. Any other property issued by the University to the student

Failure to return Law School property in good condition may result in repair or replacement charges to the departing student.

Return of Student Property

When a student departs the Law School, any student personal property must be removed from the Law School within thirty (30) days of the effective date of departure. After the expiration of the thirty (30) day time period, the property will be considered abandoned by the student and disposed of by the Law School.

Tuition Refund

Tuition and fees are refunded as follows: Students will receive refunds on a pro rata basis during the first eight weeks of the semester. Following is a table of pro rata charges:

<table>
<thead>
<tr>
<th>Week</th>
<th>Pro Rata Charge</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st week</td>
<td>10%</td>
</tr>
<tr>
<td>2nd week</td>
<td>20%</td>
</tr>
<tr>
<td>3rd week</td>
<td>40%</td>
</tr>
<tr>
<td>4th week</td>
<td>60%</td>
</tr>
<tr>
<td>5th through 8th week</td>
<td>75%</td>
</tr>
<tr>
<td>9th week</td>
<td>No Refund</td>
</tr>
</tbody>
</table>

In order to be eligible for a refund upon withdrawal a student must meet with the Assistant Dean for Student Affairs regarding his/her intentions. The student must also check out with the Financial Planning and Bursar’s Offices. The effective date of withdrawal is determined by the Assistant Dean for Student Affairs. Refunds are calculated as of the date of withdrawal specified by the Assistant Dean for Students Affairs.

Unpaid charges owed by the student will be deducted from the calculated refund. The acceptance deposit is nonrefundable. Medical withdrawals will be handled on a case-by-case basis.

Transfer to Another Law School

A student who wishes to apply for transfer to another law school is required to submit a written notice of intent to the Office of Student Affairs. Letters of good standing are forwarded along with an unofficial copy of grades to the school, pursuant to a request made by the student.
XV. Graduation and Admission to the Bar

**Commencement Ceremony**

To honor its graduates, the School of Law conducts a Commencement Ceremony in May each year. It may, at its discretion, also conduct other commencement ceremonies. In conjunction with the Ceremony, the School of Law often hosts a reception for the graduates and their spouses, families, and friends.

Information regarding announcements, invitations, and other details of time and place will be available on the graduation checklist provided through the Office of Student Affairs. All potential degree candidates should consult that office at the beginning of their last semester.

**Admission to the Bar**

The student should make a timely inquiry concerning requirements for admission to the Bar including character and fitness qualifications. Failure to follow proper procedure and to adhere to announced deadlines may result in considerable delay in approving an application for admission to the Bar. All credit, course distribution, and residence requirements must be completed (with a grade recorded or certification by the faculty member to the Registrar) before an applicant may sit for the Bar Examination.

North Carolina will request certification information for every student sitting for the exam. It is the responsibility of every third-year student to make sure all requirements have been met for certification.

All students who are applying for disability accommodations for the Bar examination should meet with the Assistant Dean of Student Affairs prior to filing their petitions.

All coursework must be completed by the end of the grading period in order to ensure that the Dean can certify graduation and eligibility to the Bar. Students with incompletes from previous semesters should be aware that their coursework is not considered completed until a grade has been recorded by the Office of the Registrar.

Moreover, under no circumstances can the institution make certification of graduation unless all requirements have been completed by the deadline of the jurisdiction to which the student is applying.

Graduating students must accordingly take care to assure that all graduation requirements have been met, e.g., that incomplete work resulting in a grade of “I” has been finished and a grade recorded, and that the upper-level writing requirement has been satisfactorily completed by the end of the semester. Students completing requirements thereafter will not be able to sit for the Bar.

**North Carolina Third Year Practice Certificate**

Certification under the Third-Year Practice Rule allows Elon Law students to gain practical experience, including appearing in court, under the supervision of a licensed North Carolina attorney. Elon Law students who have completed at least three
semesters and are in good standing are eligible for third-year practice certification. An information packet and the forms for seeking certification are available through the Registrar’s Office.

Students enrolled in the Law School’s clinic courses and externships (contact the clinic and externship directors for details), as well as students engaged in internships with government agencies, Legal Aid, or other employers who provide pro bono or indigent legal services are eligible to seek certification. The North Carolina State Bar issues the third-year practice certifications. The certification process is detailed in the North Carolina State Bar Rules Governing Practical Training of Law Students, Subchapter C, Sections .0200 through .0207.

Certification allows students to represent indigent clients, the state in criminal prosecutions, a criminal defendant represented by the public defender, and government agencies, under the supervision of a licensed North Carolina attorney. Potential employers include government agencies and non-profits such as Legal Aid, the Public Defender’s Office, the District Attorney’s Office, and the Attorney General’s Office. It is the school’s understanding that students working with private law firms are also eligible for certification, but their certification extends only to pro bono matters. If a student or supervising attorney has questions about the scope of the representation allowed under the certification, they should consult the rules and/or contact the North Carolina State Bar.
Waiver of Rules

To seek a waiver of any rule, policy or procedure in the Law School Student handbook, to the extent those matters are subject to waiver, a student should submit a written petition to the Office of Student Affairs for decision according to regular and established policy of the School of Law. If the petitions deal with a subject that is not within the jurisdiction of Student Affairs, the petition will be referred to the appropriate official, committee, or body for action. Students seeking to appeal a decision of the Assistant Dean for Student Affairs with respect to such a petition may submit written appeals to the Office of the Dean.

Change of Rules

The School of Law reserves the right to change with immediate effect any rule, policy, or procedure set forth in the Law School Student Handbook and Honor Code, or any other official document.
Elon University School of Law
Honor Code
Preamble

As students of Elon University School of Law (“Elon Law”), prospective members of the Bar, and rising leaders in our communities, we have a duty to uphold the highest ideals of these institutions and to maintain a standard of excellence in our personal conduct. At Elon Law, we conduct ourselves with honesty. We are truthful in our academic work and in our relationships. At Elon Law, we are persons of integrity. We are trustworthy, fair, and ethical. At Elon Law, we accept responsibility for our conduct. We are accountable for our actions and our learning. At Elon Law, we demonstrate respect for our academic community. We value civility and the dignity of each person, and we honor the physical and intellectual property of others.

The goal of creating and sustaining a culture of honor at Elon Law will not succeed based on the contents of any code or procedure crafted to administer its creed. At best, this document merely reflects our values. We satisfy the obligations of our prospective profession only when we choose as individuals to act ethically in every situation and when we resolve as a society of students that our collective conduct will demonstrate our place with the guardians of the law. Our continuing challenge is to transform these principles into custom. Through dialogue, education, and a steadfast commitment to each other, we will work to make these values unmistakably bound to our character.

The study of law is a noble pursuit. We seek entry into an honored profession. Our character and conduct while attending Elon Law must reflect favorably upon us, Elon Law, and the entire legal profession.
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ARTICLE I. DEFINED TERMS

Capitalized terms not otherwise defined in this Honor Code (this “Code”) shall have the meanings given to them in ARTICLE XII or in the Elon University School of Law Honor Council Bylaws (as amended from time to time, the “Bylaws”).

ARTICLE II. SCOPE AND ADMINISTRATION

Section 1. Scope of this Code.

(a) This Code applies to all Elon Law students. Its jurisdiction extends to all law-school related endeavors undertaken by students enrolled in Elon Law, as well as when an Elon Law student identifies himself or herself as an Elon Law student.

(b) This Code governs actions from and after the date of its adoption. Neither the Elon University Honor Code (the “University Honor Code”), nor any other Elon University honor code, shall apply to any actions by Elon Law students from and after the date of adoption of this Code. Actions by Elon Law students prior to the date of adoption of this Code will be governed by the University Honor Code or any other Elon University honor code that may apply to that action.

Section 2. Administration of this Code. The implementation and success of this Code rests with every law student. The Honor Council will be responsible for the administration of the procedures set forth in this Code and for the interpretation of this Code. If a student is unsure of the scope of this Code or its applicability to a particular activity, it is the responsibility of the student to seek guidance from the Honor Council.

ARTICLE III. THE HONOR PLEDGE

Section 1. Honor Pledge. The Elon University School of Law Honor Pledge reads as follows:

“On my honor, I will uphold the values of Elon University School of Law: honesty, integrity, responsibility, and respect.”
Section 2. Agreement to Be Bound. As a condition to continuing as an Elon Law student, each student entering Elon Law (or enrolled in Elon Law upon adoption of this Code) must agree to be bound by this Code by signing an agreement in the form attached to this Code as EXHIBIT A.

ARTICLE IV. VIOLATIONS OF THE HONOR CODE

Section 1. General. The following actions, if within the scope of this Code as set forth in 0 of ARTICLE II, are violations of this Code (each, an “Honor Code Violation”):

(a) Academic Dishonesty;
(b) Stealing;
(c) Vandalism;
(d) Lying;
(e) Plagiarism;
(f) Technology Violation;
(g) Obtaining an Unfair Advantage; and
(h) Abusing the Code.

Section 2. Academic Dishonesty. “Academic Dishonesty” is the act of Intentionally using an Unauthorized outside resource. Examples of Academic Dishonesty include, but are not limited to, the following:

(a) Unauthorized collaboration;
(b) Unauthorized exam discussion;
(c) using Unauthorized commercial outlines, cheat sheets, and the like in an exam;
Section 3. **Stealing.** “Stealing” is the Intentional taking of the property of another, including Elon University, without right or permission. Examples of Stealing include, but are not limited to, the following:

(a) removing books from the library without checking them out; and

(b) taking another student’s textbooks, notes, outlines, laptop, study aids or other personal property or materials.

Section 4. **Vandalism.** “Vandalism” is the Malicious act of destroying or damaging any material or property of another, including Elon University.

Section 5. **Lying.** “Lying” is the act of (a) Intentionally communicating an oral or written untruth about a material matter or (b) Intentionally withholding, omitting, or subtly wording information so as to leave an erroneous or false impression about a material matter.

Section 6. **Plagiarism.** “Plagiarism” is the Intentional or Reckless appropriation, without any acknowledgment or without sufficient acknowledgment, of the ideas or written work of another.

(a) Plagiarism on papers and other law school assignments includes, but is not limited to, the following:

(i) the Intentional or Reckless copying or paraphrasing without attribution of any material written by another;

(ii) the Intentional or Reckless submission of work written in whole or in substantial part by someone other than the student submitting the work, if the work is submitted as the student’s own work; and
(iii) the Intentional or Reckless use of the language of another without identification by quotation marks or otherwise, even though the source is cited in the student’s work.

(b) Use of the following is not Plagiarism with respect to an assignment, if the use is specifically authorized by a professor with respect to the assignment:

(i) form books;

(ii) model documents commonly used in a law office; or

(iii) other materials specifically identified by the professor.

Section 7. Technology Violation. A “Technology Violation” is the Intentional misuse of computer, internet, electronic or multimedia resources. Examples of a Technology Violation include, but are not limited to, the following:

(a) Unauthorized use of the password and/or accounts of another;

(b) gaining Unauthorized access to school sites and servers;

(c) Unauthorized audio or video recording; and

(d) using technology to send or receive an Unauthorized communication.

Acknowledging that technology changes rapidly, Technology Violations will necessarily be determined in light of then-existing technology.

Section 8. Obtaining an Unfair Advantage. “Obtaining an Unfair Advantage” is any Unauthorized act or omission Intended to gain an otherwise unfair advantage with respect to a material matter.

Section 9. Abusing the Code. “Abusing the Code” is any Purposeful act that hinders the operation of this Code. Examples of Abusing the Code include, but are not limited to, the following:

(a) failure to comply with an Honor Council sanction;
(b) obstruction of a judicial proceeding;

(c) Intentionally bringing false charges;

(d) misrepresentations to the Honor Council or any Honor Council member in the process of general proceedings; and

(e) failure to uphold confidentiality requirements of this Code.

Section 10. Suspected Honor Code Violations. The success of this Code rests squarely on the shoulders of every Elon Law student. Thus, anyone with knowledge of a possible Honor Code Violation should confront the student suspected and ask for an explanation of the incident. If the explanation convinces the inquiring person that no Honor Code Violation occurred, then the matter should be dropped. If, however, the inquiring person believes that an Honor Code Violation may have occurred, then the matter should be reported to the Honor Council in accordance with Section 1(a) of ARTICLE V. A person not wishing to confront a student suspected of an Honor Code Violation should report the matter to the Honor Council in accordance with Section 1(a) of ARTICLE V.

Section 11. Sanctions of Honor Code Violations. Subject to Section 8 of ARTICLE VI and Section 5 of ARTICLE VII, one or more of the following sanctions may be imposed for an Honor Code Violation:

(a) written reprimand/censure;

(b) loss of privilege to participate in career services and other professional programs or student organizations for a specified time;

(c) full or partial loss of credit for the work involved;

(d) full or partial loss of credit hours for the course involved;

(e) suspension; and/or

(f) expulsion.
ARTICLE V. REPORTING; INVESTIGATION; PROBABLE CAUSE HEARING

Section 1. Reporting and Initiation of Investigation.

(a) Allegation. Any person associated with Elon Law may bring an allegation of an Honor Code Violation to the attention of the Honor Council by filling out and submitting to the Secretary of the Honor Council the form attached hereto as EXHIBIT B, which will be made available on the Honor Council Blackboard. The filling out and submitting of the form attached as EXHIBIT B to the Secretary of the Honor Council is the only valid means of alleging an Honor Code Violation. Other reporting methods (such as oral reports to single members, submission of reports to single members, etc.) are not valid. A submitted reporting form MUST contain the reporter’s name and contact information. A reporting form submitted without such information will not be pursued.

(b) Statute of Limitations. Any Honor Code Violation must be reported within 60 days from either:

(i) the occurrence of the alleged offense; or

(ii) when the reporting person learns or could have learned that the offense occurred.

(c) Appointment of Solicitor. Once a report has been submitted to the Honor Council as provided in Section 1(a) of this ARTICLE V, the Secretary of the Honor Council will appoint one Solicitor, or in the Secretary’s discretion the Assistant Solicitor, to carry out an investigation by informing the person with respect to whom the report was filed (the “Accused”) of the allegation and then beginning to gather the necessary facts. If a Solicitor or the Assistant Solicitor is assigned a case by the Secretary of the Honor Council, he or she is required to take the assignment unless he or she can show a compelling reason (such as the Accused is a roommate, close friend, etc.) as to why he or she would be unable to carry out the investigation in an unbiased manner. Such a showing would need to be made to the Vice Chair of the Honor Council. If a Solicitor or the Assistant Solicitor, as applicable, makes such a showing to the satisfaction of the Vice Chair, the Secretary of the Honor Council shall appoint one of the other Solicitors or the Assistant Solicitor, as applicable, to handle the case. If both Solicitors and the Assistant Solicitor make such a showing, the Dean of the Law School shall appoint a member of
the Elon Law student body to serve as Solicitor in the case. If the Assistant Solicitor is appointed to handle the case or another person is appointed by the Dean of the Law School as provided above, references to the “Solicitor” in the remainder of this Code as it applies to the case shall mean the Assistant Solicitor or such other person, as applicable. If the Assistant Solicitor is not appointed to handle the case, he or she shall assist the Solicitor as necessary with respect to the case.

(d) Notification of Accused. As soon as reasonably possible following appointment of the Solicitor, the Accused shall be notified by the appointed Solicitor that the Accused is the subject of an investigation. The Accused shall be informed of the following in writing:

(i) the nature of the alleged Honor Code Violation, including a summary of the relevant facts and the Code provisions allegedly violated;

(ii) that the investigation may reveal additional Honor Code Violations, and that the Solicitor may charge the Accused with those violations; and

(iii) that the Accused is not obligated to speak or answer any questions during the investigation and that anything that the Accused does say may be used during the Probable Cause Hearing and the Trial Proceeding, if any.

(e) Selection of Defender. The Accused will be allowed to choose one of the Elected Defenders or another person from the Elon Law student body at large to represent his or her interests in the case. No Honor Council member then serving, however, may serve as a Defender in a particular case. The person chosen by the Accused to represent his or her interests in the case, whether an Elected Defender or another member of the Elon Law student body, is referred to as a “Defender.” The Accused shall have the option of representing his or her own interests in a proceeding. If an Elected Defender is selected by the Accused as his or her Defender, the Elected Defender is required to take the assignment unless he or she can show a compelling reason as to why he or she would be unable to represent the Accused. Such a showing would need to be made to the Vice Chair of the Honor Council. If such a showing is made to the satisfaction of the Vice Chair, the Secretary of the Honor Council shall appoint the other Elected Defender to handle the case or, if the Accused so wishes, the Accused may select another person from the Elon Law student body at large to represent his or her interests in the case.
(f) **Investigation Cooperation.** Any person making an allegation of an Honor Code Violation must agree to cooperate with any ensuing investigation.

Section 2. **The Investigation Procedures.**

(a) **Purpose.** The purpose of the investigation is to provide the members of the Probable Cause Committee and the Trial Panel with a thorough account of the facts and circumstances constituting the alleged Honor Code Violation.

(b) **Confidentiality.** The investigation shall be conducted with the highest degree of confidentiality. The Solicitor shall inform each potential witness of the need for absolute confidentiality. The Solicitor shall notify the Accused that each potential witness has been or will be advised of the need for absolute confidentiality.

(c) **Solicitor’s Investigation.** The Solicitor will have five business days from the date the Secretary of the Honor Council assigns the case to the Solicitor, exclusive of holidays and school break periods, to complete the investigation.

   (i) This five-business day period may be extended by five additional business days on request to and approval by the chair of the Probable Cause Committee.

   (ii) The Solicitor may receive additional time to conduct the investigation at the discretion of the Honor Council by a majority vote of all the members.

During the investigation period, the Solicitor shall gather all relevant facts, information and documents, interview all parties and possible witnesses, and prepare a report and presentation for the Probable Cause Hearing. The Solicitor has the express authority to carry out these acts on behalf of the Honor Council.

Section 3. **Probable Cause Hearing.**

(a) At the completion of the Solicitor’s investigation, a hearing will be held to determine if there is probable cause that the Accused has committed an Honor Code Violation (the “Probable Cause Hearing”).
(b) The Probable Cause Hearing shall be held by a committee (the “Probable Cause Committee”) consisting of three members of the Honor Council, one from each class year (one 1L, one 2L and one 3L).

   (i) The 3L member of the Probable Cause Committee shall automatically assume the role of chair.

   (ii) The Vice Chair of the Honor Council shall be responsible for selecting the members of the Probable Cause Committee for a particular Probable Cause Hearing.

(c) The following parties must be present at the Probable Cause Hearing:

   (i) the members of the Probable Cause Committee; and

   (ii) the Solicitor.

(d) The following parties will be notified of the Probable Cause Hearing:

   (i) the Accused;

   (ii) the Defender, if any; and

   (iii) the person who alleged the Honor Code Violation.

(e) Any Probable Cause Hearing shall be held in a video and/or audio-equipped room, and video and/or audio recordings of the proceedings shall be generated.

(f) The Accused and the Defender, if any, are allowed to be present, but are not allowed to participate, in the proceedings.

(g) The person who alleged the applicable Honor Code Violation may, at his or her own discretion, during the course of the Probable Cause Hearing, elect to be identified or be present.

(h) The Solicitor will present the evidence gathered during the investigation, and the Probable Cause Committee will determine whether the conduct at issue is within the scope of this Code, whether the alleged Honor Code Violation was reported within the statute of limitations required by this Code, and whether probable cause exists that an Honor Code Violation has
occurred. **Probable cause exists only if there is a reasonable basis to believe that an Honor Code Violation occurred and if the alleged Honor Code Violation was reported within the statute of limitations set forth Section 1(b) of this ARTICLE V.**

(i) If two of the three members of the Probable Cause Committee find probable cause exists with respect to the alleged Honor Code Violation, the Accused shall be given an opportunity to offer a plea. If the Accused offers a plea of “guilty,” the matter will proceed immediately to the Trial Panel for a determination of sanctions in accordance with Section 5 of ARTICLE VI. If the Accused offers no plea or a plea of “not guilty,” the matter will proceed to the Trial Panel for a Trial Proceeding.

(j) At the end of a Probable Cause Hearing in which the matter has been approved for a Trial Proceeding or for a determination of sanctions, a report with respect to the decision shall be generated by the Probable Cause Committee chair. That report shall include:

(i) the Solicitor’s report;

(ii) a list of all evidence presented;

(iii) a list of all witnesses interviewed; and

(iv) a summary of the Probable Cause Committee’s reasoning for finding that probable cause existed.

**A copy of this report shall be given to the Accused and, if applicable, the Defender.** No copy shall be given to the members of the Trial Panel.

(k) At the end of a Probable Cause Hearing where NO probable cause with respect to an alleged Honor Code Violation is found to exist, or the conduct at issue is found not to be within the scope of this Code, the chair of the Probable Cause Committee shall be responsible for destroying all materials related to the proceeding, including the work and report of the Solicitor, notes taken by Probable Cause Committee members, and the audio and video recordings. No record of the proceeding or the charges leveled against the Accused shall remain.
Section 4. **Case for the Accused.** The Accused and the Defender, if any, will have five business days from the date of the Probable Cause Hearing, exclusive of holidays and school break periods, to complete an investigation and build the case to be presented at trial.

(a) This five-business day period may be extended by five additional business days on written request to and approval by the Vice Chair of the Honor Council.

(b) During this period, the Accused and the Defender, if any, shall gather all relevant facts, information and documents, and interview all parties and witnesses.

(c) The Accused and the Defender, if any, may receive additional time to conduct the investigation at the discretion of the Honor Council by a majority vote of all the members.

**ARTICLE VI. TRIAL PROCEEDING; SANCTIONING**

Section 1. **Generally.** If an alleged Honor Code Violation is required to proceed in accordance with **ARTICLE V** following a Probable Cause Hearing, a trial proceeding (a “Trial Proceeding”) or a sanctioning proceeding (a “Sanctioning Without Trial”), as applicable, shall be conducted in accordance with this **ARTICLE VI**.

Section 2. **Trial Panel.** A panel of five Honor Council members (the “Trial Panel”) shall be appointed for each Trial Proceeding and Sanctioning Without Trial. The Trial Panel for a particular proceeding shall consist of the Chair of the Honor Council and four other members of the Honor Council selected by the Vice Chair of the Honor Council. When possible, members of the Probable Cause Committee with respect a matter will not serve on the Trial Panel for the matter. Each member of the Honor Council who did not serve on the Probable Cause Committee for the applicable matter and who is not selected for the Trial Panel for that matter will serve as an alternate for that Trial Panel should the need arise. Each member of the Trial Panel shall have one vote in determining the guilt or innocence of the Accused and in determining any sanction(s) to be imposed on the Accused.

Section 3. **Nature of Trial Proceeding.**

(a) All Trial Proceedings shall, unless otherwise requested by the Accused, be closed proceedings.
(b) The Accused may request a public Trial Proceeding. Such a request must be made in writing, signed by the Accused, and filed with the Vice Chair of the Honor Council no later than 48 hours before the proceeding is to begin.

(c) The Chair of the Honor Council shall be responsible for presiding over all Trial Proceedings and ensuring the smooth operation of any Trial Proceeding, including the removal and sanctioning of disruptive trial attendees if necessary.

(d) The Honor Council shall retain discretion over who may attend public hearings, but except as provided under Section 3(c) of this ARTICLE VI, the Honor Council may not restrict access to Elon Law student body members, Elon Law faculty, or Elon Law administrators.

Section 4. **Conduct of Trial Proceeding.**

(a) The Trial Proceeding shall commence promptly following the conclusion of the Probable Cause Hearing and the expiration of the period set forth in Section 4 of ARTICLE V during which the Accused and the Defender, if any, is entitled to build the case for the Accused. The start of the Trial Proceeding may be extended by 24 hours upon request by the Defender (or the Accused, if not represented by a Defender).

(b) The Trial Proceeding shall be held in a room capable of either audio or video recording (or both if possible). The entire proceeding shall be recorded.

(c) At the start of the Trial Proceeding, the Chair of the Honor Council shall call the Trial Proceeding to order and read the Honor Code Violation(s) with which the Accused is charged.

(d) The Chair shall then direct the Solicitor to give his opening statement, followed by the opening statement of the Defender (or the Accused, if not represented by a Defender).

(e) The Chair of the Honor Council shall then direct the Solicitor to present his or her case.

(f) At the conclusion of the Solicitor’s case, the Defender (or the Accused, if not represented by a Defender) shall present the case of the Accused.
(g) At the conclusion of the presentation of the case of the Accused, each of the Solicitor and the Defender (or the Accused, if not represented by a Defender), respectively, shall present a closing argument.

(h) The Accused will not be required to testify in the proceeding.

(i) The Trial Panel may question witnesses.

(j) At the conclusion of closing arguments, the Trial Panel shall adjourn to render a verdict as well as to determine any sanction(s) to be imposed.

   (i) The Trial Panel shall render a verdict and determine the proper sanction(s) as soon as possible, but no later than 72 hours after adjournment.

   (ii) To render a “guilty” verdict, four out of the five members of the Trial Panel must conclude “beyond a reasonable doubt” that the Accused has committed an Honor Code Violation.

Section 5. Sanctioning. If the Trial Panel renders a verdict of “guilty” or the Accused offers a “guilty” plea with respect to an Honor Code Violation, the Trial Panel shall, by a vote of three out of the five members, determine the sanction(s) to be imposed upon the Accused. The Trial Panel only may impose the sanctions set forth in Section 11 of ARTICLE IV.

(a) Aggravating Factors. In reaching a determination regarding sanctions, the Trial Panel may take into account the following (if applicable) aggravating factors:

   (i) the nature of the violation and its consequences;

   (ii) the degree of planning or forethought involved in the violation; and

   (iii) the past record of the Accused.

(b) Mitigating Factors. In reaching a determination regarding sanctions, the Trial Panel may also take into account the following (if applicable) as mitigating factors:

   (i) whether the violation was self-reported;

   (ii) the past record of the Accused; and
(iii) restitution measures already implemented by the Accused.

(c) Automatic Appeals. When one or more of the following sanctions are imposed by the Trial Panel, the Accused shall have the automatic right to appeal the decision to the Appeal Committee, as described in ARTICLE VII:

(i) Loss of credit for the work involved;
(ii) Loss of credit for the course;
(iii) Suspension; and/or
(iv) Expulsion.

Section 6. Announcement of Verdict and Sanction(s); Appeal. When the Trial Panel has reached a verdict and, if applicable, has determined the related sanction(s) or when the Accused has offered a plea of “guilty” and the Trial Panel has determined the related sanction(s), the Trial Panel shall contact all parties involved and announce its decision.

(a) If the verdict reached is “guilty,” the Chair shall announce the verdict and the sanction(s) to be imposed, and if the Accused has offered a plea of “guilty,” the Chair shall announce the sanction(s) to be imposed.

(i) If the sanction(s) imposed result in an automatic right of appeal, the Accused will be informed that his or her case will be sent to an Appeal Committee and the Dean of the Law School and Associate Dean for Academic Affairs shall be informed of the need for an Appeal Committee.

(ii) If the sanction(s) imposed do NOT result in an automatic right of appeal, the Accused will be told to inform the Secretary of the Honor Council within two business days whether he or she would like to appeal the decision and, if an appeal is desired, of the grounds on which that appeal is being made. Once the request for appeal is submitted to the Secretary of the Honor Council, then the Dean of the Law School and Associate Dean for Academic Affairs shall be informed of the need for an Appeal Committee.
Section 7. Records. At the conclusion of the Trial Proceeding or any Sanctioning Without Trial, the Chair shall collect all notes, documents, evidence, recordings and any other materials related to the trial or sanctioning, as applicable.

(a) If the verdict returned was “guilty” or a plea of “guilty” was offered by the Accused, those collected materials will be placed in a file, either to be stored (if no appeal is requested or required) or to be passed to the Appeal Committee (if an appeal is requested or required).

(b) If the verdict returned was “not guilty,” the Chair shall pass the collected materials to the Secretary to be stored and to ensure they remain sealed and no record of the charges will remain in the Accused’s permanent Elon Law file.

(c) Within two business days of the conclusion of the Trial Proceeding, or the Sanctioning Without Trial, where there is no appeal, the Chair shall generate a report (an “Honor Council Report”), detailing:

(i) the names of the parties involved, including, but not limited to, all witnesses, the Solicitors, the Defender and the members of the Trial Panel;

(ii) the basic facts of the case;

(iii) the holding of the Trial Panel (if a Trial Proceeding was held);

(iv) the sanction(s) imposed, if applicable; and

(v) the rationale used by the Trial Panel in reaching its conclusions.

A copy of the report with the name of the Accused will be placed in the Honor Council’s files and, if the verdict returned in the applicable Trial Proceeding was “guilty” or a plea of “guilty” was offered by the Accused, a copy of the report with the name of the Accused will be placed in the permanent Elon Law file of the Accused.

(d) At end of each semester, an opinion with respect to each matter considered during the semester in which a final resolution has been reached by a Trial Panel that was not appealed (a “Trial Panel Opinion”) shall be issued by the Honor Council. Each Trial Panel Opinion shall
be in the same form as the Honor Council Report with respect to the matter, except that it shall exclude the names of the parties involved, including but not limited to all witnesses, the Solicitor, the Defender, and the members of the Trial Panel, as well as other identifying information. All Trial Panel Opinions from the semester in question shall be published for review by the Elon Law student body.

Section 8. **Ratification of Sanctions.** If the verdict returned in the applicable Trial Proceeding is “guilty” or a plea of “guilty” is offered by the Accused and there is no appeal, a copy of the Honor Council Report will be sent to the Dean of the Law School to have the imposed sanctions ratified. The Dean of the Law School may change a sanction imposed by the Trial Panel, but may not overturn a determination of guilt. Once this has been completed, the matter will be considered “Closed.”

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**ARTICLE VII. THE APPEALS PROCESS**

Section 1. **Appeal Committee.**

(a) When a decision by a Trial Panel is required or requested to be appealed, the matter shall be considered by a committee (the “Appeal Committee”) consisting of the following three members:

(i) the President of the Elon Law Student Bar Association (who shall be replaced by the Vice President if the President is not qualified to serve, or if neither is qualified to serve, by another elected officer of the Elon Law Student Bar Association, chosen by the Dean of the Law School);

(ii) a member of the Elon Law faculty chosen to serve on the committee with respect to such appeal by the Dean of the Law School upon notification of appeal; and

(iii) the Associate Dean of Academic Affairs (who shall be replaced by a member of the Elon Law faculty chosen by the Dean of the Law School if the Associate Dean of Academic Affairs is not qualified to serve).

None of the members of the Appeal Committee shall have been involved in the prior proceedings.
(b) The chair of the Appeal Committee will always be the Associate Dean of Academic Affairs (or his or her alternate, if he or she is not qualified to serve).

(c) Upon notification that an appeal of a Trial Panel decision has been requested or is required, the Dean of the Law School shall promptly appoint a member of the Elon Law faculty to serve on the Appeal Committee and, if necessary, a second member of the Elon Law faculty to serve on the Appeal Committee in place of the Associate Dean of Academic Affairs.

Section 2. Scheduling. The chair of the Appeal Committee will be responsible for contacting the other members of the committee, scheduling a review by the Appeal Committee of the evidence from, as applicable, the Trial Proceeding or the Sanctioning Without Trial, and then determining the earliest possible date and time to have an hearing to announce and explain the decision of the Appeal Committee (the “Appeal Hearing”). Once a date and time for the Appeal Hearing has been set, the chair of the Appeal Committee shall notify all parties involved of the date and time.

Section 3. Appellate Review; Appeal Hearing.

(a) The Appeal Committee members shall convene, as many times as necessary, to review the evidence presented in the Trial Proceeding or the Sanctioning Without Trial. The standard of review to be applied by the Appeal Committee is “de novo,” meaning the Appeal Committee will review the record of the applicable Trial Proceeding or Sanctioning Without Trial and will not give any deference to the Trial Panel’s conclusions in that review. The Appeal Committee will render a decision upon a vote of a majority of the members of the committee.

(b) On the date and at the time of the Appeal Hearing, the Appeal Committee shall convene and inform the Accused of its conclusions and explain its rationale.

(i) No new evidence will be allowed in the Appeal Hearing, nor will new testimony be heard, except at the discretion of the Appeal Committee.

(ii) If the Appeal Committee affirms the verdict of the Trial Panel in a Trial Proceeding, the sanction(s) imposed by the Trial Panel, or such other sanction(s) as may
be imposed by Appeal Committee in its discretion, will take effect upon ratification by
the Dean of the Law School in accordance with Section 5 of this ARTICLE VII.

(iii) In an appeal from a Sanctioning Without Trial, the Appeal Committee may
affirm the determination of the sanction(s) by the Trial Panel or may impose other
sanction(s). Any such sanctions will take effect upon ratification by the Dean of the Law
School in accordance with Section 5 of this ARTICLE VII.

Section 4. Records. At the conclusion of the hearing, the chair of the Appeal Committee
shall collect all notes, documents, evidence, recordings and any other materials related to the
Appeal Hearing.

(a) Regardless of the decision of the Appeal Committee, the chair of the Appeal
Committee shall pass those collected materials to the Secretary to be stored. If the
Appeal Committee overturns the verdict of the Trial Panel in a Trial Proceeding, the
Secretary shall ensure that those collected materials remain sealed and no record of the
charges will remain in the permanent Elon Law file of the Accused.

(b) Within two business days of the conclusion of the Appeal Hearing, the chair
of the Appeal Committee shall generate a report (an “Appeal Committee Report”),
detailing:

(i) the names of the parties involved, including, but not limited to, all
witnesses, the Solicitor, the Defenders and the members of the Appeal Committee;

(ii) the holding of the Appeal Committee;

(iii) the rationale for the holding; and

(iv) the sanction(s) being imposed (if conviction is being upheld or a plea of
“guilty” was offered by the Accused).

A copy of the report containing the name of the Accused shall be placed in the Honor Council’s
files and, if the Appeal Committee affirms a verdict of “guilty” or a plea of “guilty” was offered
by the Accused, a copy of the report with the name of the Accused will be placed in the
permanent Elon Law file of the Accused.
(c) At end of each semester, an opinion with respect to each matter considered during the semester in which a final resolution has been reached by an Appeal Committee (an “Appeal Committee Opinion”) shall be issued by the applicable Appeal Committee. Each Appeal Committee Opinion shall be in the same form as the Appeal Committee Report with respect to the matter, except that it shall exclude the names of the parties involved, including but not limited to all witnesses, the Solicitor, the Defender, and the members of the trial panel, as well as other identifying information. All Appeal Committee Opinions from the semester in question shall be published for review by the Elon Law student body.

Section 5. Ratification of Sanctions. If the Appeal Committee affirms a Trial Panel verdict in a Trial Proceeding and/or affirms the sanction(s) imposed by a Trial Panel or imposes sanctions the Appeal Committee determines, a copy of the Appeal Committee Report will be sent to the Dean of the Law School to have the imposed sanctions ratified. The Dean of the Law School may change a sanction imposed by the Trial Panel and/or the Appeal Committee, but may not overturn a determination of guilt. Once this has been completed, the matter will be considered “closed.”

ARTICLE VIII. TIMING OF PROCEEDINGS

Whenever practicable, all investigations, Trial Proceedings, appeals and other hearings initiated in an Academic Year should be completed by the end of the Academic Year in which they are started. Any investigation, Trial Proceeding, appeal or other hearing that conflicts with an exam period shall be handled in such a manner as the Honor Council may determine in its discretion.

ARTICLE IX. ADOPTION OF CODE AND BYLAWS

This Code and the Bylaws shall be adopted and become effective only upon:

(a) the favorable vote of two-thirds of the Elon Law student body who vote in a referendum called for the purpose of adopting this Code and the Bylaws;

(b) the approval of the Elon Law faculty; and

(c) the approval of Provost of Elon University.
ARTICLE X. AMENDMENTS TO CODE AND BYLAWS

Section 1. Proposed Amendments. Amendments to this Code and the Bylaws may only be proposed

(a) through a petition, containing the proposed amendment and an explanation of why the amendment is requested, signed by 20% of the Elon Law student body;

(b) by a majority of the members of the Honor Council; or

(c) by a majority of the members of the Elon Law faculty.

Section 2. Amendment of this Code.

(a) This Code may only be amended upon

(i) the favorable vote with respect to the amendment or amendments of two-thirds of the students voting in one of the General Elections;

(ii) the approval of the amendment or amendments by the Elon Law faculty; and

(iii) the approval of the amendment or amendments by Provost of Elon University.

All proposed amendments of this Code must be submitted to the Honor Council Secretary at least four weeks prior to a vote.

(b) An amendment to this Code will become effective immediately upon approval as provided by this Section 2, unless a later date is specified with respect to the amendment.

Section 3. Amendment of Bylaws.

(a) Except as provided in Section 3(b) below, the Bylaws may only be amended during the Elon Law Fall or Spring semesters and only upon
(i) the favorable vote with respect to the amendment or amendments of two-thirds of the students voting in one of the General Elections;

(ii) the approval of the amendment or amendments by the Elon Law faculty; and

(iii) the approval of the amendment or amendments by Provost of Elon University.

All proposed amendments of the Bylaws requiring approval under this Section 3(a) must be submitted to the Honor Council Secretary at least four weeks prior to a vote.

(b) Approval in accordance with Section 3(a) above of an amendment with respect to Section 3(d) of Article II of the Bylaws shall not be required so long as (1) the amendment is not inconsistent with the provisions of this Code or any other provision of the Bylaws, (2) the amendment is approved by a majority of the members of the Honor Council, and (3) the amendment does not adversely affect the rights of any student under this Code or the Bylaws.

(c) An amendment to the Bylaws will become effective immediately upon approval as provided by this Section 3, unless a later date is specified with respect to the amendment.

Section 4. Voting on Amendments to Code and Bylaws. All amendments to this Code and the Bylaws will be contained on a General Election ballot. There will be two opportunities to vote on an amendment: Fall semester during the Honor Council elections and Spring semester during the Elon Law Student Bar Association elections.

ARTICLE XI. INITIAL APPOINTMENTS


(a) In the first General Election following this Code’s adoption, the following positions shall be filled with those students receiving a plurality of the votes:
(i) Two Solicitors and one Assistant Solicitor.

(A) Second-year Elon Law students shall be allowed to self-nominate for the two Solicitor positions, and each Solicitor elected shall serve for the remainder of the 2008-2009 Academic Year and for the entire 2009-2010 Academic Year.

(B) First-year Elon Law students shall be allowed to self-nominate for the Assistant Solicitor position, and the Assistant Solicitor elected shall serve for the remainder of the 2008-2009 Academic Year and for the entire 2009-2010 Academic Year.

(ii) Two Elected Defenders. Second-year Elon Law students shall be allowed to self-nominate for the two Elected Defender positions, and the Elected Defenders elected shall serve for the remainder of the 2008-2009 Academic Year and for the entire 2009-2010 Academic Year.

(b) All classes will be eligible to vote for the Solicitor, Assistant Solicitor and Elected Defender positions described above.

(c) The provisions of this Section 1 shall apply for purposes of the 2008-2009 Academic Year and the 2009-2010 Academic Year and supersede any contrary provisions elsewhere in this Code or in the Bylaws with respect to the election of, and the qualifications for, Solicitors, the Assistant Solicitor and Elected Defenders who will serve during those Academic Years. Article II of the Bylaws will govern the appointment and election of Solicitors, Assistant Solicitors and Elected Defenders who will serve during Academic Years after the 2009-2010 Academic Year.

Section 2. Honor Council Members for 2008-2009 Academic Year. The first-year and third-year members of the Honor Council in office at the time of this Code’s adoption will remain in their positions until the end of the 2008-2009 Academic Year. In the first General Election following this Code’s adoption, members of the Honor Council will be elected for the 2009-2010 Academic Year as provided in Section 3(a) of Article II of the Bylaws. The members of the Honor Council elected by the second-year class in that election, in addition to serving as
the third-year members for the 2009-2010 Academic Year, will serve as the second-year members of the Honor Council until the end of the 2008-2009 Academic Year.

Section 3. This ARTICLE XI shall expire at the end of the 2009-2010 Academic Year and shall be removed from the Code.

ARTICLE XII. DEFINITIONS

As used in this Honor Code, the following terms shall have the meaning set forth below:

“Academic Year” means the period beginning immediately after the Elon Law graduation for a year and ending upon the Elon Law graduation the following year.

“Appeal Committee” has the meaning given to such term in Section 1(a) of ARTICLE VII.

“Appeal Committee Opinion” has the meaning given to such term in Section 4(c) of ARTICLE VII.

“Appeal Committee Report” has the meaning given to such term in Section 4(b) of ARTICLE VII.

“Appeal Hearing” has the meaning given to such term in Section 2 of ARTICLE VII.

“General Election” means an election as planned by the Elon Law Student Bar Association Elections Committee.

“Honor Council Report” has the meaning given to such term in Section 7(c) of ARTICLE VI.

“Intentional” means Purposeful or Knowing. “Intended” and “Intentionally” have corresponding meanings.

“Knowing” means consciously aware of a result that is practically certain to occur. “Knowingly” has a corresponding meaning.

“Malicious” means Purposeful, Knowing, or Reckless.

“Probable Cause Committee” has the meaning given to such term in Section 3(b) of ARTICLE V.

“Probable Cause Hearing” has the meaning given to such term in Section 3(a) of ARTICLE V.

“Purposeful” means consciously desiring the result. “Purposefully” has a corresponding meaning.
“Reckless” means the conscious disregard for a substantial and unjustifiable risk.

“Sanctioning Without Trial” has the meaning given to such term in Section 1 of ARTICLE VI.

“Trial Panel” has the meaning given to such term in Section 2 of ARTICLE VI.

“Trial Panel Opinion” has the meaning given to such term in Section 7(d) of ARTICLE VI.

“Trial Proceeding” has the meaning given to such term in Section 1 of ARTICLE VI.

“Unauthorized” means, with respect to an action, that permission for such action has not been given by a person from whom permission is, or reasonably would be expected to be, required.
EXHIBIT A

AGREEMENT TO BE BOUND BY
ELON UNIVERSITY SCHOOL OF LAW HONOR CODE

By signing below, I hereby agree as follows:

(a) I am a student of Elon University School of Law;

(b) I have been provided with a copy of the Elon University School of Law Honor Code and Honor Council Bylaws (the “Honor Code Documents”);

(c) I have read the Honor Code Documents completely and carefully, and I fully understand their terms and requirements;

(d) I have been given an opportunity to ask questions to the Elon University School of Law Honor Council about the terms and requirements of the Honor Code Documents, have received satisfactory answers to any and all questions that I have asked, and fully understand any such answers; and

(e) I will be bound by the terms of the Honor Code Documents while I am a student at Elon University School of Law.

On my honor, I will uphold the values of Elon University School of Law: honesty, integrity, responsibility, and respect.

Signature: __________________________________________

Name: __________________________________________

Date: __________________________________________
HONOR CODE VIOLATION REPORT FORM

I WISH TO REPORT A POSSIBLE VIOLATION OF THE ELON UNIVERSITY SCHOOL OF LAW HONOR CODE, AND I AGREE TO COOPERATE WITH ANY INVESTIGATION, HEARING AND TRIAL WITH RESPECT TO THAT POSSIBLE VIOLATION.

A description of the matter I wish to report and the facts related to such matter are as follows (additional sheets may be attached as necessary):

The following persons have knowledge of facts related to the matter described above (additional sheets may be attached as necessary):

My contact information is as follows:

Name: __________________________
Address: _______________________
                        _______________________
                        _______________________
                        _______________________
Telephone: _____________________
E-Mail: ________________________

_________________________________
Signature
Elon Law Academic Calendar
2011-2012

Summer Session I 2011
May 30 (Monday) - Memorial Day
May 31 (Tuesday) - Classes Begin
June 24 (Friday) - Last Day of Classes
June 27 (Monday) - Reading Day
June 28 - 30 (Tuesday - Thursday) - Exam Period

Summer Session II 2011
July 5 (Tuesday) - Classes Begin
August 5 (Friday) - Last Day of Classes
August 8 (Monday) - Reading Day
August 9 - 11 (Tuesday - Thursday) - Exam Period

Fall Semester 2011
August 15 (Monday) - Registration and Orientation for First Year Students
August 16-19 (Tuesday-Friday) - Orientation for First Year Students
August 22 (Monday) - Classes Begin for All Students
September 5 (Monday) - Labor Day Holiday
October 14-16 (Friday-Sunday) - Fall Break
November 22 (Tuesday) - Last Day of Fall Classes
November 23-27 (Wednesday - Sunday) - Thanksgiving Holiday
November 28-29 (Monday - Tuesday) - Reading Days
November 30 - December 14 - Final Exam Period
December 15 - January 3 - Winter Break

Winter Term 2012
January 9 (Monday) - Winter Term Begins
January 16 (Monday) - Martin Luther King Jr. Holiday
January 18 (Wednesday) - Last Day of Winter Term
January 19 (Thursday) - Break

Spring Semester 2012
January 20 (Friday) - Spring Semester Begins (Law School Operates on a Monday Schedule)
March 19 - 23 (Monday-Friday) - Spring Break
April 9 (Monday) - Easter Holiday
April 27 (Friday) - Last Day of Spring Classes
April 28-29 (Saturday - Sunday) - Reading Days
April 30 - May 11 - Final Exam Period
May 20 (Sunday) - Law School Commencement