This publication is updated on an annual basis. However, the contents are subject to change during the school year. Notice of any changes will be given via the Law School’s eDocket, which is published on a weekly basis each semester.
The Pitt Promise: 
A Commitment to Civility

The University of Pittsburgh is committed to the advancement of learning and service to society. This is best accomplished in an atmosphere of mutual respect and civility, self-restraint, concern for others, and academic integrity. By choosing to join this community, I accept the obligation to live by these common values and commit myself to the following principles.

As a Pitt student:

I will embrace the concept of a civil community which abhors violence, theft, and exploitation of others,

I will commit myself to the pursuit of knowledge with personal integrity and academic honesty,

I will respect the sanctity of the learning environment and avoid disruptive and deceitful behavior toward other members of the campus community,

I will support a culture of diversity by respecting the rights of those who differ from myself,

I will contribute to the development of a caring community where compassion for others and freedom of thought and expression are valued,

I will honor, challenge and contribute to the scholarly heritage left by those who preceded me and work to leave this a better place for those who follow.

By endorsing these common principles, I accept a moral obligation to behave in ways that contribute to a civil campus environment and resolve to support this behavior in others. This commitment to civility is my promise to the University of Pittsburgh and its community of scholars.
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# ACADEMIC CALENDAR

## LAW SCHOOL’S FALL 2006 SEMESTER

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<td>Thursday &amp; Friday</td>
<td>First-Year Student Orientation</td>
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<td>August 28</td>
<td>Monday</td>
<td>Fall Semester Classes Begin</td>
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<td>Aug. 28-Sept. 1</td>
<td>Monday-Friday</td>
<td>Final Add/Drop for Fall Semester</td>
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<td>September 4</td>
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<td>Labor Day (no classes)</td>
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<td>October 16-20</td>
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<td>Free Add/Drop for Spring Classes</td>
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<td>November 22-24</td>
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<td>Thanksgiving Recess (no classes)</td>
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<td>December 11-21</td>
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<td>Annual AALS Meeting, San Francisco, CA</td>
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<td>January 8</td>
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<td>January 8-12</td>
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<td>Final Add/Drop for Spring Semester</td>
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<td>January 15</td>
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<td>March 5-9</td>
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<td>Spring Recess (no classes)</td>
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<td>Mar. 12-April 13</td>
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<td>April 26-May 8</td>
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REGISTRATION

UNIVERSITY REGISTRATION
You will register with the Law School Registrar for any and all courses taken during your studies at the Law School. Complete instructions will be posted to the Law School website in advance of all registration periods. What follows is general information and an outline of activities.

LAW SCHOOL REGISTRATION

CURRICULUM AND PRIORITIES
The Law School curriculum consists of four (4) types of courses:

Core Courses. Serve as prerequisites for other upperdivision courses. A number of these core courses are tested on the Pennsylvania Bar. Multiple sections of each course are offered during the academic year. Second-year students have priority enrollment in these offerings. Second-year students are strongly encouraged to take core courses during their second year. Failure to do so runs the risk of the student graduating without having taken a core course. If a third-year student wishes to take a core course, the third-year student will be guaranteed a seat in the course (but not necessarily in the preferred section) only if he or she tries to register for all sections of the course offered. It will not be possible to guarantee the semester in which the third-year student will be accommodated.

Limited Enrollment Courses. Enrollment limits vary. The first priority goes to third-year students who have never taken a limited enrollment course. The second priority is given to other third-year students. Second-year students will be accommodated on a space-available basis and only if they have taken the appropriate prerequisites.

Seminars (maximum enrollment of 12 students). Third-year students have priority. Second-year students will be accommodated on a space-available basis and only if they have taken the appropriate prerequisites.

Open Enrollment Courses. These are unlimited enrollment courses though classroom size imposes a limit of 85 or 120 students in each of these courses. There are no enrollment priorities. Students are enrolled on a space-available basis only but all students should check course descriptions to be certain if prerequisites exist for open enrollment courses, and that they have satisfied those prerequisites before registering for a course.
JOINT-DEGREE PRIORITY

At initial registration, joint-degree students are given absolute priority in their first preference selections only (with the exception of the J.D./MBA students) to facilitate their dual schedules. Joint-degree students do not receive absolute priority or special accommodation during add/drop periods.

COURSE SELECTION

All students will have at least a one-week period prior to actual registration in which to plan their course work for the coming academic year. During actual registration, students submit to the Law School Registrar a completed Course Selection Form (color-coded by academic year). IMPORTANT NOTE: A student’s selection must be ranked in order of selection preference (1, 2, 3, 4, etc.). Open enrollment courses need not be ranked in order of preference. Initial registration is limited to no more than 16 credits.

ASSIGNMENT TO CLASSES

All registration/course selection forms are randomly processed through the Law School registration system at the end of the registration period for each semester. The program assigns students to courses based upon (1) each student’s priority; (2) the particular rank which that student has assigned to each course selection; and (3) available space. Since all forms are processed at the end of the period and not on a first-come, first-served basis, students need not rush when submitting selection forms.

REGISTRATION VERIFICATION

Once registration/course selection forms are processed for a particular semester, a course enrollment form will be generated and distributed to each student. This form will show the student’s total registration for the semester in question.

FREE ADJUSTMENT PERIOD

Following the distribution of Spring Course Enrollment Forms, students will have a period of time in which to make adjustments (add/drop) to their Fall registration. No fee is charged during this free adjustment period. At the end of this period, no further course adjustments are possible for Fall Semester until the first week of classes for that semester. (See Final Add/Drop Period, below.) A free adjustment period for Spring Semester registration is held in October. All available spaces in classes are filled on a first-come, first-served basis.
FINAL ADD/DROP PERIOD
During the first week of classes of both the Fall and Spring Semesters, students may make additional adjustments to their registration for that particular semester. During final add/drop, all available spaces in classes are also filled on a first-come, first-served basis.

LATE ADD/DROP
After the one-week formal add/drop period, additional adjustments are generally not allowed. A “Petition to Add/Drop Courses” form is available in the Registrar’s Office. The Petition must allege compelling reasons for adding and/or dropping courses after the final add/drop period has closed. The Petition must be approved by the faculty member(s) whose course(s) are involved and by the Associate Dean for Academic Affairs. If the petition is approved, a $25 fee will be charged to your student account for late add/drop processing by the University. In addition, you will incur a $20 fee payable at the Registrar’s Window at the time of your petition.

Once the University add/drop period has ended (refer to p. 1 for specific dates), the student must submit the Petition to the Law School Registrar’s Office and, if the petition is approved, file a petition for late add/drop at G-3 Thackeray Hall. An additional late fee will be charged by the University to process late add/drops.

These rules apply to all courses, including courses that do not meet during the final add/drop period.

CREDIT LOAD MAXIMUM/MINIMUM
Ordinarily law students may carry no less than 10 credits and no more than 15 credits during one semester. Otherwise, permission for an overload must be acquired before the end of the add/drop period. It is necessary to complete a petition for overload (available at the Registrar’s Office) explaining your reasons for requesting an overload of 16 or 17 credits. Students wishing to register for fewer than 10 credits should make an appointment to see the Associate Dean for Academic Affairs to discuss the effect such a reduced load will have on their ability to satisfy the ABA residency requirement (See Residency, p. 17).
CREDIT FOR GRADUATE COURSES AT THE UNIVERSITY

Law students not enrolled in a joint-degree program may register for a law-related, graduate-level course offered in another School of the University in the event that the School of Law does not provide course work in an area of particular interest to a student. (Joint-degree students may not do so unless the course offered outside the School of Law is necessary to satisfy a certificate program’s requirements.) A total of six credits may be taken as a partial fulfillment of the requirements for graduation. To receive credit, a student must obtain written permission from the Associate Dean for Academic Affairs to take the course following a written request setting forth the course, its status, how it is law related, the interest of the student and the time period in which the student expects to take the course. Students must also include the course on an add/drop form during the first week of classes. No credit will be issued unless the student receives a grade of at least a B. Credits only will be applied. The actual letter grade will not figure in computing the student’s Law School average.

CREDIT FOR COURSES IN OTHER LAW SCHOOLS

No credit is given to any student registered in the Law School for courses taken in other law schools unless written permission to take such courses is obtained in advance from the Associate Dean for Academic Affairs. A student must earn a passing grade as defined by the University of Pittsburgh School of Law. Credits only will be applied. The actual letter grade will not figure in computing the student’s Law School average. In no event will a student be given permission to take a course elsewhere for credit for which a failing grade has been received in this school. It is the responsibility of the student transferring credit to assure that an official grade report from the other school is submitted to the Law School in a timely manner. A total of six (6) credits may be taken in another law school’s summer program. The work completed in a summer program at another law school does not qualify as a full semester for purposes of satisfying the six-semester residency requirement for graduation. (See also p. 23 regarding residency requirements.)

AUDITED COURSES

At the discretion of the faculty member teaching a course, a law student may audit that course. The course will be listed as “N” (non-credit audit) on the student’s transcript under the following conditions:

1. During the add/drop period, the student must obtain a written authorization from the faculty member whose course will be audited. Permission to Audit forms are available at the Law School Registrar’s Office.
2. The faculty member will determine what preparation and attendance requirements will be imposed so as to have the course appear on the transcript as an audit. In no instance will an audit designation be made on a transcript where minimal attendance requirements have not been met.

3. Once the course is completed, the Law School Registrar must receive written certification from the faculty member to record the audit on the student’s transcript.

4. No credit is granted for audited courses.

5. Students are not permitted to change their status in a particular course from “enrolled for credit” to “audit” during the course of the semester.

INDEPENDENT STUDY

A student may register for one or two credits in independent study during the second and third year. To obtain permission to conduct an independent study, a student must submit a written statement of the proposed study along with a “Request for Permission for Independent Study” form endorsed by a full-time faculty member under whose supervision and direction the study will be conducted. Work is evaluated on a satisfactory/fail basis upon the completion of a paper of publishable quality unless the work is submitted in satisfaction of the upper-level writing requirement, in which case a letter grade is assigned.

Students may also use a one or two credit legal writing independent study project to satisfy the writing requirement; however, the final draft of the paper must receive a minimum “B-” letter grade. The supervising faculty member must approve the legal writing independent study to receive a letter grade. (See also p. 23 regarding the writing requirement.)

Only full-time faculty may supervise independent studies undertaken to satisfy the upper-level writing requirement.

Unless an earlier submission deadline date is imposed by the supervising faculty member, the completed independent study paper must be submitted to the Law School Registrar by 12 noon on the last day of the current examination period. Independent study work received by the Law School Registrar after the due date and time will receive a failing grade. In the case of independent study projects used by third-year students to satisfy the writing requirement, the deadlines for the Writing Requirement Program, listed on p. 26, will apply.
EXTERNSHIPS

This second- and third-year elective is intended to introduce students to the working skills of an attorney or judicial clerk. Students are assigned to public service legal agencies with a high volume of legal work, or as clerks for federal, state and county judges. Agency assignments include, but are not limited to, Neighborhood Legal Services, the Allegheny County District Attorney’s Office, the Office of the Public Defender, the Juvenile Detention Center, the Pennsylvania Department of Environmental Resources, the Pennsylvania Human Relations Commission, and the Consumer Affairs Bureau of the Pennsylvania Department of Justice. The type of work required of externship students varies according to the assignment, but responsibilities may include legal research, drafting memoranda and legal documents, investigating cases, interviewing clients and witnesses, and negotiating on behalf of clients. Third-year students, if certified, may appear on behalf of clients in court (applications for certification are available from the Deans’ Office).

Registration for an externship takes place as part of the normal registration process. The Registrar’s Office will provide details to interested students.

Students are required to work a minimum of 52 hours in the assigned office for each academic credit earned during the Fall and Spring semesters. A student may earn from one to two externship credits per semester, but is limited to a maximum of four credits overall; those four credits may be earned with the same judge/agency.

Externships are available in the summer as well. Students may earn from one to four externship credits over the summer.

Externship work must be completed within the semester in which the student is registered for the externship. Waiver of this rule is permitted only upon the written approval of the Faculty Supervisor for the externship. Credit is assigned on a satisfactory/fail basis.

1. **Statement of Goals.** The Faculty of the University of Pittsburgh School of Law has approved an externship program for academic credit (1 credit for each 52 hours of work per term, up to a maximum of 4 credits during a law student’s residence at the Law School) whose general scope, purpose, and standards are described in the Statement of Goals and Objectives (see p. 10). This Statement is given to student externs and externship supervisors. (NOTE: the maximum number of credits that can be earned for externships can be subject to change from time to time based on ABA requirements and standards.)

2. **Overall Faculty Supervision.** The externship program functions under the overall supervision and control of the Clinic Committee, a permanent committee of the Faculty of the School of Law. This Committee approves proposals for externships which are consistent with the attached Statement of Goals and Objectives and otherwise meet applicable AALS and ABA requirements. The Committee is also charged with periodic
evaluation of the quality of the externship program, its compliance with applicable requirements, and the need to alter the program to meet School of Law policies and educational goals.

3. Individual Faculty Supervision: The Externship Coordinator. Upon approval of an externship placement, a full-time member of the Faculty of the School of Law is assigned as the student’s externship coordinator.

   The faculty member’s responsibilities include the following:

   a. Meeting with the extern prior to the beginning of the externship to ascertain that the student understands the nature and goals of the externship program as well as the School of Law’s requirements for satisfactory completion of and assignment of credit for work in the externship;

   b. Meeting with the extern on at least two other occasions during the externship to review the nature of the extern’s work experience; discussing problems encountered by the student in performing work assigned, interacting with supervisors, or otherwise; offering evaluations of the quality of the student’s work and work product as gleaned by examination of the written work submitted to the faculty coordinator and discussions with the extern’s supervisor, and insuring that the externship meets the standards imposed by the School of Law;

   c. Reviewing at least two samples of written work prepared by the extern as part of his or her externship duties for each hour of externship credit to be earned or, in lieu thereof, when such work cannot be made available to the faculty coordinator for reasons of confidentiality or is not routinely prepared, no less than one memorandum prepared by the student dealing with issues within the scope of the externship for each hour of externship credit, the scope of such memorandum being determined by the coordinator in consultation with the extern’s supervisor;

   d. Reviewing the weekly time sheets submitted by the extern to insure that the required hours of externship work are in fact being completed and the type of assigned externship work is consistent with the standards of the externship program;

   e. Discussing the quality of the extern’s work and work experience with his or her supervisor at least twice during the term, such discussion to cover the written work submitted by the student to the coordinator;

   f. Visiting the site of the externship where such a visit appears necessary in order to ascertain whether the externship meets applicable requirements;

   g. Otherwise assuring that the work performed by the extern and the quality of supervision of that work by the agency meets applicable requirements; and
h. Assigning a final grade (on a pass/fail basis) for the extern’s work based on review of the student’s submitted written work and the written recommendation of the extern’s supervisor.

4. **Responsibilities of the Externship Supervisor.** Day-to-day supervision of the extern’s legal work is the responsibility of the attorney employed by the organization for which the student is working as an extern. His or her responsibilities also include:
   
a. Meeting with the extern on at least a weekly basis to offer constructive criticisms of the student’s work and work product and an overall judgment on the student’s progress to date;
   
b. Discussing the extern’s work and any problems encountered by the student with the faculty coordinator;
   
c. Preparing a written evaluation of the extern’s work at the conclusion of the semester and forwarding that evaluation along with a pass/fail recommendation to the faculty coordinator; and
   
d. Cooperating with the faculty coordinator and the School of Law to insure that the externship meets applicable School of Law, AALS, and ABA requirements.

5. **Responsibilities of the Extern.** Each extern is expected to perform his or her work with the dedication, quality of judgment and analytical skill, and attention to professional ethics that can reasonably be expected of a future member of the Bar. In addition, each extern must:
   
a. Meet with the faculty coordinator prior to the commencement of the externship and at other times designated by the faculty coordinator to discuss the nature of the externship program, the progress of the externship, the nature and quality of the extern’s work, and any problems encountered by the student in his or her externship;
   
b. Provide the faculty coordinator with the requested number of samples of his or her work product prepared as part of the externship or, in lieu thereof, a memorandum (or memoranda) assigned by the faculty coordinator which relate(s) to an issue or issues presented during the externship;
   
c. Submit on a bi-weekly basis to the faculty coordinator time sheets, signed by the externship supervisor and recording externship hours and the nature of work performed by the extern; and
   
d. Submit, at the conclusion of the term, to the faculty coordinator, the extern’s own confidential written evaluation of the externship and the supervisor.
Enrollment and Registration Procedures
A list of approved externship placement sites is posted on the second floor of the Law
School building as well as the Law School intranet. Students apply for a position in the
same manner as seeking a paying position. Each student must secure a placement site
before enrolling in the program. Once a site has accepted the student as an extern, the
student must then enroll by filling out an enrollment form, which must be signed by the
faculty advisor. The enrollment form is turned in to the coordinator located in the Office
of the Associate Dean of Students. A student must then register for the externship and the
number of credits during the registration or add/drop periods.

Registration for Fall and Spring Externship credits occurs during the regular
registration periods for those terms. Credits earned for Summer Externships should be
added during the add/drop period in the Fall after the Externship has been completed.
(Please note that enrollment is not the same as registration.)

The Goals and Objectives of Externship Program
Experience in contexts in which law is made, applied, and practiced deepens students’
understanding of the legal system and of legal concepts as presented in the classroom. It
also requires the exercise of the types of judgment that form an integral part of a lawyer’s
professional life with regard to cases in which the stakes are real and not hypothetical. In
this regard, such work often forces students to confront their ethical responsibilities as
lawyers. Finally, such experience helps to develop students’ ability to express themselves
with precision both orally and in writing. These and other educational benefits have
convinced the Faculty of the School of Law that the curriculum should include a credited
externship program. That program involves students serving as law clerks to federal and
state judges, providing legal advice in the offices of federal and state agencies and various
non-profit/public interest organizations, litigating before judicial and administrative
tribunals on behalf of those entities, and acting in other capacities where the professional
skills of attorneys are called for.

The American Bar Association prohibits students from receiving academic credit for
their participation in a program where they also receive monetary compensation. The
School of Law restricts externship placements to governmental instrumentalities, non-profit
social and charitable organizations, public interest legal organizations, and legal service
offices in compliance with that policy and to fulfill the Law School’s mission, to “provide
expertise, support and service to governmental units at all levels, to local and national
organizations engaged in law reform and policy analysis . . . and to the people of Western
Pennsylvania, both through the work of our graduates and through efforts to foster
improvements of all aspects of the justice system.”
In structuring the externship program, the School of Law is committed to ensuring, through the careful selection of supervising attorneys and continuing faculty involvement in each externship, that the quality of the learning experience for externs is comparable to that which is offered by the School in courses taught by its tenured and tenure-track faculty.

The School of Law expects and requires that students, performing their responsibilities as externs, will employ the work ethic, quality of judgment and analytical skill, and attention to professional ethics that can reasonably be expected as a future member of the Bar.

Limitations and Financial Considerations Concerning the Externship Program
1. A student may not take more than 2 credits per term or 4 credits in the Summer unless he or she first petitions the Associate Dean for Academic Affairs and receives permission in advance.

2. The School of Law does not have a Summer Session, therefore no separate financial aid is available during the Summer months. As Externship placements are unpaid positions, it is important to plan accordingly during the academic year in terms of financial aid. Please see the financial aid officer for guidance.

3. If you plan to use financial aid money over the summer months for your expenses, you must apply for any loans you may be eligible for by March 15th. Creditworthiness will play a major role in whether you are eligible for supplemental loans.

All information about Externships is located on the Law School’s Intranet. Forms for enrollment are located in the Associate Dean of Students’ Office, Room 315.

PRACTICUM COURSES
The Law School offers practicum courses, which are also designed to give law students supervised practical experiences. These include the ADR Practicum, the Health Law Practicum, the Legal Services Practicum, the Corporate Counsel Practicum, the Criminal Appellate Practicum, the Criminal Prosecution Practicum, the Law and Education Practicum, and the Environmental and Occupational Health and Safety Summer Institute. The courses include a classroom component and a field placement. Credits awarded for the field placement do not count toward the 65 credits of in-class coursework required by ABA Standards (see p. 27).
HEALTH LAW CERTIFICATE PROGRAM

This is a program within the JD curriculum and does not require any study beyond the usual three years of law school. Students must take a minimum of 18 credits in various courses in health law and related fields and must satisfy certain other distributional requirements. Students register for this program in the second semester of their first year when registering for second-year courses. Students are ordinarily admitted to this program only prior to the beginning of the second year.

There are two joint degrees in health law that you might wish to consider if you are interested in concentrating in this field. They are the Joint-Degree in Law and Public Health, and the Joint-Degree in Law and Bioethics. You may obtain brochures describing each of these programs from Ms. Malis in Room 514C. Professor Meisel is the advisor for these programs.

ENVIRONMENTAL LAW, SCIENCE, AND POLICY CERTIFICATE PROGRAM

The Environmental Law, Science, and Policy Certificate Program is an interdisciplinary program for students in their second and third years of the J.D. curriculum. Admission is available to all students entering their second year in the J.D. program. Students must complete the following requirements to receive an Environmental Law, Science, and Policy Certificate:

1. Take four required courses and one elective course in the School of Law, including a seminar or independent study in the area of environmental law;

2. Gain practical training in environmental law through externships, practicum courses dealing with environmental law, or enrollment in the School’s Environmental Clinic; and

3. Take two courses outside the Law School dealing with areas of science, engineering, or policy of central relevance to environmental practice and policy-making.

The minimum total of credits required in order to earn the certificate is 22 credits. The Faculty Advisors to the certificate program are responsible for advising students with regard to certificate requirements.

For further information with regard to this program, students should contact Professor William Luneburg (412) 648-1380; luneburg@law.pitt.edu; Room 507 (Law Building).
INTERNATIONAL AND COMPARATIVE LAW CERTIFICATE PROGRAM

The International and Comparative Law Certificate Program is intended to give students interested in international and comparative legal issues a foundation for careers and further study in the application of legal regimes to transnational and international relationships. Students must elect to enter the Program by the beginning of their second year of law school. Only in rare situations (such as when a student is in a joint-degree program) will exceptions be made to this entry requirement. Students should keep in mind that in order to be a good international or comparative lawyer, one must first be a good domestic lawyer. Thus, students in the certificate program are expected and encouraged to obtain the same broad background in law expected of all graduates of the University of Pittsburgh School of Law.

Students must complete the following requirements to receive an International and Comparative Law Certificate:

1. Take four required courses in the School of Law, including a seminar or independent study in the area of international or comparative law; and
2. Take at least nine credits of elective courses, including at most one graduate elective course.

For more information on the International and Comparative Law Certificate Program, please contact Professor Ronald A. Brand at cile@law.pitt.edu.

LANGUAGES FOR LAWYERS

Two credits per semester up to a total of four Law School credits.*

Current offerings: French for Lawyers I and II; Spanish for Lawyers I and II; Chinese for Lawyers I and II (every other year); Japanese for Lawyers I and II (every other year)

The Center for International Legal Education offers a number of foreign-language courses in a legal context. The courses cover two semesters, but can be taken separately. Students in the first semester are not required to have had any previous background in the

*Students who wish to take more than two language-for-lawyers courses may do so, and grades will appear on their transcripts, but they will not receive more than a total of four Law School credits towards their J.D. degree. They may also request approval from the Associate Dean for Academic Affairs to have additional language-for-lawyers courses count toward the six credit limit on graduate-level, law-related coursework. (See p. 5.)
The use of cognates to facilitate retention of foreign vocabulary is effective in French, Spanish and (to a lesser degree) German. It is not applicable in languages, such as Chinese or Japanese, which are neither Romance nor Germanic in derivation.
The objectives of such study shall include immersion in the language, culture, legal system and legal education system of another country in a manner that will substantially enhance the student’s understanding of the law and the global environment in which it is created and applied. Students are encouraged to seek out opportunities to study abroad that will complement and supplement their program of study at the School of Law.

The School of Law shall make available to its students educational opportunities abroad that will enhance the general Juris Doctor curriculum while maintaining the integrity of a legal education grounded in traditional legal practice and theory. Such programs shall be approved by the Associate Dean for Academic Affairs whenever the Associate Dean determines that:

1. The student has submitted a proposed course of study at a foreign law faculty that involves academic work at least equivalent to ten (10) credit hours of study at the School of Law;
2. The student is qualified in terms of language proficiency and academic preparation to undertake the proposed course of study at a foreign law faculty;
3. The student has obtained written approval from a regular full-time member of the faculty of the School of Law of the student’s proposed course of study at the foreign institution, and agreement that the faculty member will monitor the study to be undertaken by the student;
4. The course of study proposed by the student is likely to enhance and complement the student’s studies at the School of Law;
5. The student has obtained from the foreign institution, written assurance addressed to the School of Law that the student’s proposed educational objectives can be achieved at that institution; and
6. All other requirements of the ABA Criteria for Approval of Individual Student Study Abroad for Academic Credit are met.

Upon such determination, the Associate Dean shall approve the course of study abroad for up to 14 of the 88 credits required of the student for completion of the Juris Doctor degree.
ENROLLMENT PROCEDURES

SUBMISSION OF UNDERGRADUATE/GRADUATE FINAL TRANSCRIPTS

The Law School is required by the ABA to have on file a final transcript for all schools attended by each student. A requirement of your registration is that you submit to the Law School Registrar an official copy of your final undergraduate (and graduate, if applicable) transcript. The deadline for submission of a final transcript is September 15. If you are experiencing difficulties in securing a copy, notify the Law School Registrar as soon as possible. Failure to submit a final transcript will result in a withholding of your examination numbers and future registrations.

UNIVERSITY IDENTIFICATION CARD

Every student, faculty, and staff member at the University of Pittsburgh receives a photo ID card at Panther Central in the Litchfield Towers lobby. Your Panther Card is your student photo ID and a whole lot more. The magnetic strip on your Panther Card is programmed to give you access to your residence hall, your Meal Plan, and other facilities and services on and off campus.

To get your Panther Card, bring positive photo identification (for example, a driver’s license or passport) to Panther Central, Monday–Sunday, 7:30 a.m. to 10:00 p.m.

Report lost or stolen cards to Panther Central immediately at the Panther Central Online Community at www.my.pitt.edu. Your card will be automatically deactivated.

DEAN’S CARD

The School of Law requires all students to complete and hand in, to the Law School Registrar, a Dean’s Card during each year of attendance at the School.

It is the school’s policy to publish on its website, for the convenience of students, a student directory listing students’ local addresses and telephone numbers from the
Enrollment Procedures

Information provided on the Dean’s Cards. Should a student not wish this information to be published, he or she can so indicate on the Dean’s Card.

**RESIDENCY**

Students (other than joint-degree students) must attend law school on a full-time basis (minimum of ten (10) credits) for no fewer than three (3) years, or six (6) semesters of study. Summer work (at another law school or through an externship) does **NOT** meet residency requirements.

The total credit hour requirement and the residency requirement are independent of one another, i.e., a student cannot accumulate 88 credits and graduate in **less than** six academic semesters.

**JOINT-DEGREE RESIDENCY**

Ordinarily, joint-degree students must attend law school on a full-time basis (minimum of ten (10) credits) for no fewer than five (5) semesters, and may count the course work completed in the other academic program as the sixth semester in residence. For more detailed information, joint-degree students should refer to their program’s joint-degree brochure or meet with the faculty advisor for their specific program or the Associate Dean for Academic Affairs.

**FLEX-TIME STUDENT RESIDENCY**

Flex-time students must complete the degree in no more than six (6) years, having accumulated 88 credits in no fewer than six semesters of full-time (minimum 10 credits) study.

**SIX-YEAR STATUTE OF LIMITATIONS**

All students must complete the requirements for the degree within six (6) years of the date of matriculation.
STUDENT SERVICES HOLD OR “NOT PERMITTED TO REGISTER” (NPR)

During the academic year, the University’s Office of Student Accounts and the University Collection Offices issue monthly a list of those students who have a Student Services Hold (SSH) due to outstanding financial obligations. When an SSH is placed against a student, that student is barred from further registration and a hold is placed on the release of the student’s academic records, exam numbers and diploma.

The University notifies all students who have a Student Service Hold. Students so notified should, without delay, follow the instructions outlined in that letter. Letters notifying a student of an NPR status are sent to the local address on file for that student. Therefore, it is vitally important that all students notify the Law School Registrar of a change of address.
LOANS AND SCHOLARSHIPS

FINANCIAL AID

CONTACT INFORMATION

Beginning in the 2007-2008 academic year, all financial aid for law students will be handled with the Law School Financial Aid Office ONLY. For the 2006-2007 academic year, financial aid processing will be in transition from the University’s central financial aid office to the Law School Financial Aid Office. During this transition period, please direct ALL financial aid questions (both loan and scholarship) to the Law School Financial Aid Office. The Law School Financial Aid Office is located in Room 203 of the Law Building. Any questions or concerns should be directed to financialaid@law.pitt.edu or 412-648-1415. Students can be seen on a walk-in basis between 8:30 a.m. and 4:30 p.m. Monday through Friday or they can call ahead to schedule an appointment.

SCHOLARSHIPS

LAW SCHOOL SCHOLARSHIPS

Students are considered for merit-based scholarships upon admission to the Law School. These scholarships are renewable as long as students maintain at least a “B” average (3.000 QPA) or better in their legal studies. For purposes of any average (yearly or cumulative), the required average must be fully attained rather than approximated. For example, to attain a “B” average, a student must have a numerical grade average of at least a 3.000 (the full, integral value of B on the numerical equivalent scale). These monies can only be applied to the cost of attendance.

Joint-degree students can only receive scholarship funds when the Law School is their primary academic center. For those semesters that they are studying away, their merit scholarship is put on hold and will be reinstated upon their return. This same policy applies for merit scholars who study abroad or visit at another law school.

Need-based scholarships are available from the Law School and can only be applied to the cost of attendance. These scholarships are not renewable and must be applied for each year. In determining these awards, undergraduate debt, student income, and savings are considered. Students who are awarded these scholarships, but end up not studying in the Law School for the designated semester(s) the award was offered for (i.e., joint-degree, study abroad, students visiting away) must forfeit the amount offered and can reapply the following year.
Students applying for need-based scholarships from the Law School must complete the Free Application for Federal Student Aid (FAFSA) and the Endowment Worksheet prior to the April 1st deadline. Detailed information and the Endowment Worksheet will be posted on-line at www.law.pitt.edu/admission/fin_aid.php in February. All students wishing to be considered for a need-based scholarship must complete all required paperwork each year as need-based aid is NOT automatically renewed.

OUTSIDE SCHOLARSHIPS

A variety of outside scholarships are available through local bar associations and county and state government offices. Students should contact their local offices to see if they qualify. Any scholarship announcements sent to the Law School will be posted on the Law School website.

LOANS

LOAN AVAILABILITY

Under the Federal Stafford Loan program there is a maximum $18,500 available to borrow for the 2006-2007 academic year. Beginning in the 2007-2008 academic year, there will be a maximum $20,500 to borrow per academic year under the Federal Stafford Loan program. For those students who need additional funding to cover tuition and living expenses, the Federal Graduate PLUS and alternative educational loans are available. Bar loan programs are available for graduating students and recent graduates to assist with expenses related to the bar examination process. More information on eligibility requirements, application procedures, and available lending institutions for all students loans can be obtained form the Law School’s website, www.law.pitt.edu/admission/fin_aid.php.

EMERGENCY LOANS

Emergency Loans are available from two sources within the University. The Law School offers these types of loans in the amount of $300 to be repaid to the Student Payment Center over a period of 3 months. Applications are available from the Financial Aid Office in the Law School. The Student Organization Resources Center (S.O.R.C.) located in 119 William Pitt Union, also has emergency loan funds available for up to $300. Applications are available in their office and must be approved by the Student Payment Center, which is responsible for collection of these funds. There is a waiting period of up to three working days before the funds are released.
TUITION PAYMENTS

Statements are e-mailed to your Pitt e-mail account monthly with a payment due date on the 17th of the following month. Anyone unable to process their payment by the due date should contact the Student Payment Center to explore their options. A $50 late fee will be charged to the account if payment is not received.

Tuition payments may be made in person, by mail, online at https://my.pitt.edu, or by using the depository located outside the Student Payment Center Office. The University offers an Optional Payment Plan to assist students with paying their tuition and fees.

Federal Regulations prohibit the application of Stafford Loan funds to a student account until 10 days prior to the first day of class for the period for which the funds are issued. If loan funds are sent by check instead of electronically to the University, the student must endorse the check before the funds can be applied to tuition and fee charges. The Student Payment Center will notify the student when the check is available to sign.

If students receive financial aid in excess of tuition and fees, a credit balance will show up on the account. In this situation, the Student Payment Center will automatically send a refund for the amount of the credit. Refund checks take time to process; therefore, these funds will not be available until the second week of the semester.

Information on billing can be obtained from the Student Payment Center’s website at www.bc.pitt.edu/students/. Office hours are 8:30 a.m. to 4:45 p.m. Monday-Thursday, and 9:00 a.m. to 4:45 p.m. Friday. Questions can be addressed to this office in person at G-7 Thackeray Hall or by contacting the office at (412) 624-7520 or payments@bc.pitt.edu.

RESIDENCY REQUIREMENTS

Tuition rates are based on whether or not a student is a permanent resident of the Commonwealth of Pennsylvania. A higher tuition rate is charged to non-residents. Copies of the detailed “University of Pittsburgh Tuition Eligibility Guidelines” are available upon
request in the Student Appeals Office, located in G-12 Thackeray Hall or on-line at www.bc.pitt.edu/students/tuitionguide.html. If students are admitted to the University but do not automatically qualify for reduced tuition rates, they may petition for the resident rate by supplying additional information to be reviewed by the Student Appeals Coordinator. To be effective for a particular term, petitions must be submitted within the first 30 calendar days of the term or 15 calendar days of the session. Appeals are handled through the Student Appeals Office; the School of Law is not involved in this process. You can contact the Student Appeals Office at (412) 624-7610 or tuition@bc.pitt.edu.
GRADUATION REQUIREMENTS FOR JURIS DOCTOR DEGREE

In addition to acquiring 88 credit hours, a student must satisfy the following requirements for graduation from the Law School with a Juris Doctor degree.

ACADEMIC COURSES

LEGAL RESEARCH AND WRITING
This four-credit, two-semester, graded course must be successfully completed by all first-year students.

CONSTITUTIONAL LAW
This four-credit, graded course must be successfully completed by all first-year students.

LEGAL PROFESSION
A course in Legal Profession (or Professional Responsibility, or Law and Ethics of Lawyering) must be completed prior to graduation.

PROFESSIONAL SKILLS
Each student must earn at least two credits in a professional skills course. The Registrar will provide students with a list of professional skills courses during each registration period.

FACULTY SUPERVISED WRITING REQUIREMENT

1. All students in order to graduate must successfully fulfill a faculty supervised writing requirement.

2. A faculty supervised writing shall be defined as a paper of at least 15 pages, evidencing significant legal or empirical research and thoughtful writing and shall be written exclusively by the student seeking credit.

3. A faculty supervised writing shall by definition require at least two drafts. The first draft will be submitted to the faculty advisor who will return the draft with a detailed
critique. The final draft must take into account and seek to remedy the criticisms offered by the faculty advisor.

4. The final draft must ordinarily be graded by a full-time faculty member. Where the Associate Dean for Academic Affairs finds it appropriate, adjunct faculty members will be allowed to supervise and grade papers submitted for the writing requirement in conjunction with a seminar.

5. All papers submitted in satisfaction of the faculty-supervised writing requirement must be of substantial length requiring the student to explore, on the basis of significant research in legal sources, the interrelationships of issues presented in a complex context. So defined, formats satisfying the writing requirement could include, though need not be limited to, the following:

   a. A seminar paper in the nature of a law review article;
   b. A trial or appellate brief;
   c. An internal memorandum written to a client, which analyzes an issue or issues presented for decision or action;
   d. A set of legal documents or a suggested plan of action accompanied by a memorandum of law explaining and justifying the choices made in the documents or plan;
   e. A legal writing independent study for 1 or 2 credits; or
   f. An additional comment written by a third-year Senior Staff member of the Law Review, or the Journal of Law and Commerce, or the Pittsburgh Journal of Technology Law Policy who has already written a comment, note or similar writing to satisfy the requirement for membership in and academic credit for the publication, if a faculty member has supervised the additional work and certifies that the paper meets the standards for satisfying the requirement. (Double credits, e.g., credit for both Law Review and an independent study may not be earned, and the student may receive no editorial assistance from other members of the Law Review, Journal, or TLP until after the faculty member’s certification if this option is selected.)

6. A paper will not satisfy the writing requirement unless the final draft of the paper receives a grade of at least B-. (See Grading, #5, on p. 25 for the instructor’s options in grading that paper.)

7. Students will be eligible to satisfy the writing requirement in either their second or third year.
8. Students must register for the specific course titled “Legal Writing Independent Study” for 1 or 2 credits in order for the course to receive a letter grade and be counted toward the upper level writing requirement.

ADMINISTRATION OF THE WRITING REQUIREMENT PROGRAM

1. In order to qualify as a seminar, an elective must require a paper which, if successfully completed, would satisfy the writing requirement. Thus, at a minimum, a seminar instructor must require 2 drafts of a seminar paper and must return the first draft with a detailed critique.

2. Prior to the commencement of the third year, all students will register for seminars of their choice, whether offered in the fall or spring semester. All reasonable attempts will be made to enroll students in the seminar of their first choice. Priority of enrollment will be given to those third-year students who have never taken a seminar. Students will be allowed to take more than one seminar, but each student will have to give notice to the Registrar’s Office as to which seminar or legal writing independent study will be used to fulfill the writing requirement.

3. Enrollment in seminars will be 12 students, unless by special authorization of the Dean, a lower limit is allowed.

4. Seminars will be for two hours of credit.

5. **Grading.** A seminar or legal writing independent study grade may but need not be the same as the grade received on the final draft of the paper satisfying the writing requirement. That is, the grading on the final draft may be only one component used to determine the grade given for the seminar or legal writing independent study. Hence, the seminar or legal writing independent study grade may be less than B- so long as the B-standard is achieved for the final draft of the writing requirement.

6. **Credit.** The paper written to satisfy the writing requirement may not be used to gain academic credit beyond the credit assigned to the course, seminar, or independent study in which the paper satisfying the writing requirement was written. However, *subject to the Policy on Written Work for Credit* (See p. 60), students will be allowed to use the paper for such other purposes as they believe appropriate. Thus, a student would be allowed to submit his or her writing requirement paper to one of the law reviews or to any other student activity in fulfillment of that activity’s requirements or for possible publication if permitted by the activity. However, the student would not obtain additional academic credit for that activity unless academic credit for that activity did not depend on the use of the faculty supervised writing.
7. Legal writing independent study shall be administered on a semester basis. However, faculty members supervising a writing requirement independent study project in the fall semester may, at their discretion, set the final deadline for the paper as late as March 1.

8. During the fall semester, the final deadline for seminar papers submitted to satisfy the writing requirement may, at the discretion of the instructor, be set as late as February 1.

9. Faculty members have no authority to extend deadlines for fall semester independent study and seminar papers that are not written to satisfy the writing requirement.

10. With respect to seminars and legal writing independent study courses scheduled for the spring semester, instructors are encouraged to require students to meet in the fall semester prior to November 1, for the purpose of commencing work on the writing requirement. All papers are due in the spring semester on the last day of final exams by 12 noon unless the instructor imposes an earlier deadline. Faculty members do not have the authority to extend a deadline later than the last day of final exams, whether or not the paper is written to satisfy the writing requirement.

11. Failure to satisfy the deadline for the final draft of a seminar or legal writing independent study paper will result in the automatic entry of an “F” grade for the writing requirement.
ABA REQUIREMENTS

The American Bar Association Standards for Approval of Law Schools require at least 65 credits “shall be [earned] in attendance in regularly scheduled class sessions” at a law school. Credits earned for work done outside the law school classroom—whether as independent studies, field work (associated with clinics, practicum courses or externships), activities for credit (e.g., law review, moot court), or approved graduate-level, law-related course work taken at another school within the University (even as part of a joint-degree program or certificate program)—will count toward the 88 credits required for graduation, but **not** toward this 65 credit requirement.

For courses that meet the same number of hours per week as the number of credits awarded, all credits count toward the 65 credit requirement. For courses and activities for which the number of classroom contact hours is less than the number of credits awarded, only the number of classroom contact hours per week count toward the 65 credit requirement.

Listed below are courses that will be offered during the 2006-07 academic year for which fewer than all of the credits awarded count toward the 65 credit requirement:

**Fall 2006**

<table>
<thead>
<tr>
<th>Course (Instructor)</th>
<th>Contact Hours (count toward 65 credit requirement)</th>
<th>Field Hours (count toward graduation but not toward 65 cr. req.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activities for Credit (e.g., Moot Court, Law Rev.)</td>
<td>0</td>
<td>up to 4</td>
</tr>
<tr>
<td>Civil Practice Clinic (Elder Law) (Mannix) (7)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Civil Practice Clinic (Health) (Smetanka) (7)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Criminal Appellate Practicum (Henderson) (4)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Community Economic Dev. Cl. (Friedson) (3)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Criminal Prosecution Practicum (Beemer/Borkowski) (4)</td>
<td>2 (per term)</td>
<td>2 (per term)</td>
</tr>
<tr>
<td>Externship</td>
<td>0</td>
<td>up to 4</td>
</tr>
<tr>
<td>Family Law Clinic (Gruener) (4)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Independent Study</td>
<td>0</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Lawyering Process Clinic (Brenner) (2)</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>Course (Instructor)</td>
<td>Contact Hours (count toward 65 credit requirement)</td>
<td>Field Hours (count toward graduation but not toward 65 cr. req.)</td>
</tr>
<tr>
<td>------------------------------------------------</td>
<td>-----------------------------------------------------</td>
<td>---------------------------------------------------------------</td>
</tr>
<tr>
<td>Legal Services Practicum (Stevenson) (4)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Tax Clinic (Arbogast, Hitt &amp; Rich) (3)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td><strong>Spring 2007</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Activities for Credit (e.g., Moot Court, Law Rev.)</td>
<td>0</td>
<td>up to 4</td>
</tr>
<tr>
<td>Civil Practice Clinic (Elder) (Mannix) (7)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Civil Practice Clinic (Health) (Smetanka) (7)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Community Economic Dev. Clinic (Friedson) (3)</td>
<td>2</td>
<td>1</td>
</tr>
<tr>
<td>Criminal Prosecution Practicum (Beemer/Borkowski) (4)</td>
<td>2 (per term)</td>
<td>2 (per term)</td>
</tr>
<tr>
<td>Environmental Law Clinic (Buchele) (7)</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Externship</td>
<td>0</td>
<td>up to 4</td>
</tr>
<tr>
<td>Family Law Clinic (Gruener) (4)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Graduate-Level, Law-Related Coursework outside Law School</td>
<td>0</td>
<td>up to 6</td>
</tr>
<tr>
<td>Health Law Pr.: Policy (Smetanka) (4)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Independent Study</td>
<td>0</td>
<td>1 or 2</td>
</tr>
<tr>
<td>Lawyering Process Clinic (Brenner) (2)</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td>Legal Services Practicum (Stevenson) (4)</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Tax Clinic (Arbogast, Hitt, Rich) (3)</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>Workers’ Compensation Practicum (Torrey) (2)</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
MASTER OF STUDIES IN LAW (MSL) DEGREE

The Master of Studies in Law (MSL) degree provides matriculants with an opportunity to learn about the law and the legal process in general and to concentrate their studies in an area of law relevant to their particular professional interests. It is especially well-suited to individuals who already have attained a professional or graduate degree or who are in the process of acquiring one, and who have an interest in learning about how law relates to that substantive area, but who do not desire to practice law. This degree is also intended to provide individuals with existing careers (or students preparing for careers outside of law) with a better understanding of how the law works and to assist them in using law in their professional field. It is primarily intended to complement people’s existing skills rather than prepare them for a new career.

The MSL may be taken full-time or part-time. MSL students must complete 30 course credits in the School of Law. Students select an area of concentration. They must complete degree requirements within four years of commencement of the degree program. MSL students are bound by the same general academic policies as students in the Juris Doctor program.

LL.M. DEGREE

The LL.M. Program for Foreign Law Graduates provides practicing lawyers who have obtained their law degree outside the United States with an opportunity to study common law in a United States context. Because interaction with U.S. lawyers is integral to understanding U.S. law, the program allows students to study the U.S. legal system and institutions along with American students who are enrolled in the J.D. program.

The LL.M. course of study requires a total of 24 credit hours to be completed in two semesters. LL.M. students must graduate with a minimum of 2.0 GPA. Required courses are Introduction to American Law; U.S. Legal Analysis & Writing; LL.M. Colloquium; and a faculty supervised writing requirement. LL.M. students are bound by same general academic policies as students in the Juris Doctor program.
GENERAL PROCEDURES AND CONDUCT WITHIN THE LAW SCHOOL

ADVISOR/ADVISEE PROGRAM

Each incoming law student is assigned an advisor who is a member of the Law School faculty. This faculty member will be available for the student for personal consultation throughout his or her law school career. The advisor can be most helpful in planning class schedules and assisting with academic problems. Each student is encouraged to take advantage of this relationship. Also, students are urged to use the services of the Office of the Dean and the Associate Dean of Students when confronted with any problems having an actual or potential adverse effect on their performance in law school.

CLASS ATTENDANCE

CLASS ATTENDANCE POLICY

The American Bar Association Standards for Approval of Law Schools and the policy of the University Pittsburgh School of Law require regular and punctual class attendance in order for a student to satisfy residence and credit hour requirements. Accordingly, students are expected and required to attend all regularly scheduled Law School classes in which they are enrolled. Attendance includes preparation. Any student who fails to attend at least eighty percent of regularly scheduled classes for any course (i.e., fails to comply with “the 80% rule”) will be certified out and will receive a “U” (“unsatisfactory”) for the course. The 80% rule is applied based on the number of class meetings and not the number of credit hours for a course. For example:

<table>
<thead>
<tr>
<th>In a course that meets . . .</th>
<th>a student is allowed up to . . . absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>4 times per week</td>
<td>11</td>
</tr>
<tr>
<td>3 times per week</td>
<td>8</td>
</tr>
<tr>
<td>2 times per week</td>
<td>6</td>
</tr>
<tr>
<td>1 time per week</td>
<td>3</td>
</tr>
</tbody>
</table>

Individual faculty members may impose a greater class attendance requirement for a particular course.

Attendance records will be based on sign-in sheets that will be circulated during each class, although a faculty member may adopt a different procedure for monitoring attendance in a seminar or clinical course. It is the responsibility of each student to sign his or her name at the appropriate place on the attendance sheet prior to the end of each class, and each
student who fails to do so will be considered absent. The standards of academic integrity apply to this policy.

Each student is responsible for maintaining his or her own records of attendance. In addition, the Deans’ office will make good faith efforts to provide warning letters to students who are at imminent risk of reaching the maximum allowable absences. The warning shall be deemed to have been received if it has been delivered to the student’s Law School mailbox.

The academic dean may allow additional absences under the following circumstances:

(a) A student’s participation in an educational, law school related activity (“school related activity”) is the predominant reason for a violation of the 80% rule, and

(b) The student has consulted with the professor and the academic dean regarding anticipated absences prior to participating in the school related activity.

Participation in a school related activity will be deemed the predominant reason for violating the 80% rule if at least three-fourths of a student’s absences are for actual participation in (rather than preparation for) the activity.

Students who experience personal difficulties that may prevent them from attending class are strongly encouraged to meet with the Associate Dean of Students or the Associate Dean for Academic Affairs to discuss what arrangements might be available to help with their situation.

GRADE REPORTS

Grade reports for the Fall Semester will be available by the end of January. Spring Semester grades will normally be available in late June and will be posted on the University’s student portal at www.my.pitt.edu.

A student questioning any entry on his/her grade report should immediately report the suspected problem to the Law School Registrar’s Office.

STUDENTS NOT IN GOOD STANDING

The school will not permit registration nor release examination numbers, grades or transcripts (including those to state bar examiners) for any student not in good standing with the school. Students not in good standing shall include, without being limited to, the following:

1. Students who fail to pay tuition and fees;
2. Students who fail to repay emergency loans on time;
3. Students who fail to pay library fines; and
4. Students who fail to provide the school with official transcripts from all undergraduate and graduate schools attended.

NOTICE OF CHANGE OF STATUS

RESIGNATION

In order to officially resign from the School of Law and the University a student must complete the following procedures:

1. Submit notice in writing to the Dean stating the reason for resignation; and

2. Notify the Law School Registrar (412) 648-1407/1409 and the Student Appeals Office, G-12 Thackeray Hall, or call (412) 624-7585 for 24 hour answering machine. Note that once a student has processed a University Registration Form, notices of resignation must be received before the first day of classes of the term for which the student has registered.

Students who resign after the last day of the University’s add/drop period are liable for a percentage of their charges and will be issued “R” grades, denoting resignation, on their transcripts. If a student resigns by mail, the reduction percentage of the resignation will be determined by the postmark date on the envelope, considered to be the notification date of resignation.

In accordance with the School of Law policy, a student cannot officially resign in good standing during an examination period. Once an examination period starts, all scheduled examinations must be taken before the student can resign.

TITLE IV REFUND POLICY

Adjustments to tuition charges resulting from official resignations are based on the effective date of resignations in accordance with the federally mandated calculation.

The calculation is based on the period of enrollment completed. That percentage is computed by dividing the total number of calendar days in the term into the number of calendar days completed, as of the date of student notification. The percentage of Title IV assistance to which the student is entitled, or has “earned”, is equal to this percentage of the term completed, up to 60%. If the resignation occurs after 60% of the term is completed, the percentage is equal to 100%.
The amount of Title IV aid which must be returned is based on the percentage of “unearned” aid. That percentage is computed by subtracting earned aid from 100%. The University is required to return the lesser of (1) the unearned aid percentage applied to institutional charges or (2) the unearned aid percentage applied to the total Title IV aid received.

The student is required to return the difference between the amount of unearned aid and the amount returned by the University. If the student (or parents in the case of PLUS loans) is required to return a portion or all of their loan proceeds, the calculated amount is to be repaid according to the loan’s terms. Students must return only half the amount of grant funds calculated.

LEAVE OF ABSENCE

A student who completes the first year of law school may petition the Office of the Dean for a leave of absence. This petition must be in writing, setting forth the circumstances of the request and the length of leave desired. Approval is generally not given for more than one year, and the approval may be conditional. A petition for a leave of absence will not be considered during an examination period.

It will be the student’s responsibility to meet the conditions of his or her leave. The student must submit a letter to the Associate Dean for Academic Affairs’ Office at least two months prior to the end of leave or when otherwise requested indicating his or her intention to return to the school. If the student fails to submit a letter or goes beyond the time of leave granted, the student will not be eligible to return automatically. The student must petition for readmission. In addition, the student must complete the University Student Resignation Form if he or she preregistered for the term in which the leave has been granted.

Leaves of absence are not available to students during their first year. A student who cannot complete the first year must notify the Law School Registrar and file a University Student Resignation Form with the Office of Student Accounts and must go through the admissions process again if he or she wishes to return to the school.

PART-TIME EMPLOYMENT

The study of law is essentially a full-time task, and the Law School requires full-time students to devote themselves primarily to their studies during the course of their enrollment. Most students devote from 50 to 70 hours a week to classroom attendance, preparation for class, and other activities directly related to their legal education. Due to the rigors of adapting to law school during the first-year, it is the faculty’s expectation that no
A full-time student will engage in part-time employment during his or her first year of law school. Moreover, pursuant to American Bar Association Standards, a student may not engage in employment for more than 20 hours per week in any semester in which the student is enrolled in more than 12 class hours. Faculty advisors, Associate Dean for Academic Affairs, the Associate Dean of Students and the Career Services Office are available to counsel students concerning employment while in law school.

### POLICY FOR SMOKING, EATING AND DRINKING IN THE LAW SCHOOL

Smoking is prohibited in all University of Pittsburgh buildings, including the Law School. Smoking is also prohibited outside the front entrance to the law school, except where designated. Signs point to the designated smoking area. Please respect the rights of others who use the building by smoking only in this area.

Food and beverage items are prohibited at all times in classrooms, the Computer Legal Research Center, and the first floor lobby.

Food items are prohibited in the Library. Beverages may be taken in the Library but must be in a spillproof container with a lid. Cans, glass or plastic bottles, paper or Styrofoam cups and sports bottles are not permitted.

### POLICY ON CELL PHONES IN CLASSROOMS DURING CLASS MEETING TIME

The use of cell phones in Law School classrooms during class meetings is prohibited. In addition, cell phones are to be turned off in Law School classrooms during class meetings.

### PURCHASE OF SUPPLEMENTARY MATERIALS

Purchase of Supplementary materials prepared by a faculty member for a course is a requirement of enrollment in that course. Such materials are available at the Book Center which is located at 4000 Fifth Avenue.
TRANSCRIPT RECORDS

The student may obtain a copy of his/her transcript from the University Registrar’s Office, Room G-3 Thackeray Hall. The student is responsible for verifying all information contained on the transcript. If the student fails to notify the Law School Registrar of a transcript error, serious difficulties might ensue. For example, when the transcript shows the student as registered for a certain course for which the student takes no examination, or fails to hand in a paper because of his or her belief that the course was dropped, a failing grade would be entered on the student’s transcript for that course. Similarly, a student would not receive a grade for a course not appearing on his or her transcript even though he or she has taken the examination or submitted a paper in that course. Whenever an error appears on a transcript, the student should request an updated transcript showing that the error has been corrected.

TRANSFER TO ANOTHER LAW SCHOOL

A student must be in good academic standing to have such a request granted. The request and a statement of the student’s reason for transfer must be submitted in writing well in advance to the Associate Dean for Academic Affairs. The student is responsible for requesting transcripts and letters of good standing to be sent to the transfer school. A student who had initiated procedures to transfer must notify the Law School Registrar’s Office of his or her decision whether or not to transfer by August 1. If notice is received after August 1, financial penalties will be imposed. (See “Notice of Decision to Transfer, Visit Out, or Remain at the Law School,” p. 37).

ATTENDING THIRD YEAR AT ANOTHER LAW SCHOOL

It is the policy of the Law School that students shall normally earn at least 82 of their JD credits in residence. Accordingly, a request to attend any fall and/or spring semester at another institution (to “visit out”) will be granted only under compelling circumstances that are beyond the control of the student and normally will be granted only for a visit at another ABA/AALS approved law school during the student’s third year. Compelling circumstances are those that are both exceptional (i.e., shared by only a very small number of other students) and extremely serious (i.e., impose a substantial burden on the student that cannot be accommodated to any significant degree by the student’s remaining at the University of Pittsburgh School of Law [hereinafter, the “Law School”]). Determination
of whether this standard has been met will include consideration of, among other factors, whether the student’s circumstances were reasonably foreseeable when the student entered the Law School. Compelling circumstances do not include the desire to obtain a job (either for the student or a significant other) in another locale, the desire to accompany a significant other who is employed or enrolled in an educational program in another locale, or the desire to study in another domestic locale.

Approval to visit out must be obtained in advance from the Associate Dean for Academic Affairs, and a student must be in good academic standing to have such a request granted. A student must submit to the Associate Dean a written request for permission to visit out on or before May 15. The request must identify the school(s) the student seeks permission to visit and must set forth the student’s reasons for requesting permission and include any relevant documentation to support those reasons. Because the student will receive the Juris Doctor degree from the Law School, all conditions and requirements (e.g., required credits, legal profession requirement, upper-level legal writing requirement, professional skills requirement) imposed by the Law School must be met. Accordingly, the request must set forth the graduation requirements that the student has yet to complete and the student’s plan for satisfying those requirements at the host school.

If the request is approved, the student must submit the list of courses to be taken at the host school and descriptions of those courses intended for transfer of credit; the Associate Dean will review those courses for approval. The student also must notify the Law School Registrar’s Office of his or her final decision whether or not to visit out by August 1. (See “Notice of Decision to Transfer, Visit Out, or Remain at the Law School,” p. 37. In addition, if the student visits out, it is the responsibility of the student to submit an official transcript of grades received at the host school to the Registrar of the Law School. In order for credit to be transferred, the student must earn a grade that meets or exceeds the grade average required for graduation at the host school, which generally means a “C” or better. All courses for which credit is transferred will be noted on the University of Pittsburgh School of Law transcript, but grades received at the host school will neither appear on Law School transcript nor be taken into account in calculating the student’s grade point average. The student is responsible for ensuring that the Law School’s Registrar receives the host school’s grades in time to meet any relevant Law School deadlines. The student is responsible for any fee imposed to cover administrative and other costs incurred by the Law School. The student will be required to furnish an official copy of the transcript from the host school to the State Board of Law Examiners.
NOTICE OF DECISION TO TRANSFER, VISIT OUT, OR REMAIN AT THE LAW SCHOOL

Students who have initiated procedures to transfer or obtained approval to visit out must notify the Law School Registrar’s Office of their decision whether or not to transfer or visit out by August 1. Students who have decided to transfer or visit out must complete and submit a Notice of Change of Status Form (available on the Law School website); students who have decided to remain at the Law School must provide written notification (which may be by e-mail). If you fail to notify the Registrar’s Office of your decision by August 1, a fee to cover administrative costs associated with your failure to provide timely notification will be assessed as follows:

1. A fee of $125 for students who remain at the Law School after having initiated procedures to transfer or obtained approval to visit out; or
2. A fee of $100 for students who transfer or visit out.

In addition, all students who have initiated procedures to transfer or obtained approval to visit out but have not timely informed the Registrar’s Office of their decision will have their registration cancelled and will be removed from all classes for which they have registered. Those students who remain at the Law School despite having initiated procedures to transfer or obtained approval to visit out will have to submit new registration materials.
COMMUNICATIONS WITHIN THE LAW SCHOOL

THE eDOCKET

The eDocket is the Law School’s official means of communicating important administrative announcements and many Law School events to the student body. The eDocket is published weekly only in electronic form and the complete contents are contained in this site. Students are responsible for all information in each issue. In addition, please check both your Pitt e-mail account and mailbox for important faculty and administrative communications disseminated after the week’s eDocket has been published.

Announcements will appear in one issue only.

The calendar is located on the School’s website homepage. It includes classrooms and event scheduling.

NOTE: A link to the eDocket is sent to all student e-mail addresses each Friday no later than 6:00 p.m.

INFORMATION STATIONS

Plasma screens are located on the First Floor and Fourth Floor that indicate what is happening within the building each day. The information is updated throughout the day and will include last minute class cancellations as well as emergencies.

Interactive computer screens are located on the Ground Floor, First Floor and Second Floor and contain the Faculty Directory as well as important messages regarding deadlines from the Registrar’s Office.

THE LAW SCHOOL WEBSITE

www.law.pitt.edu

The Law School’s website is a great resource to students, faculty and staff. Information concerning the programs, policies and procedures of the Law School is easily accessible. The University of Pittsburgh’s website, www.pitt.edu, also provides important information about University-wide policies and procedures.
STUDENT MAILBOXES

Of equal importance in communicating information is your mailbox. A master listing of all students and their box numbers will be posted on the board to the right of the boxes on the ground floor. CHECK YOUR MAILBOX FREQUENTLY DURING THE DAY. RESPOND PROMPTLY TO ALL MESSAGES.

Class assignments and notices from faculty are posted throughout the week on the ground, second, and fourth floor bulletin boards and administrative notices are posted on the Registrar’s Office bulletin board on the ground floor, and the second floor.

E-MAIL ACCOUNTS

Each student is assigned an e-mail account in their first year of law school at the beginning of the semester. Increasingly, professors make assignments and communicate with students via e-mail. You must use the e-mail address assigned to you by the University to receive important communication from the Law School. CHECK YOUR E-MAIL FREQUENTLY TO AVOID MISSING IMPORTANT INFORMATION FROM YOUR PROFESSORS. Your e-mail account number remains the same throughout your law school career. The Law School will only recognize your pitt.edu e-mail address.

PITT LAW WORKS AND J.O.B.

Pitt Law Works is the newsletter from the Career Services Office. This newsletter focuses on different aspects of job searching and professional development. It is available on the table outside of the Career Services Office, and on the Career Services Website located at www.law.pitt.edu/career/. The J.O.B. (Job Opportunities Board) is an on-line site which lists jobs and career fairs for students. It is accessible on the CSO website.
WHOM TO CONTACT FOR ASSISTANCE

GENERAL ASSISTANCE
Contact the Associate Dean of Students, Kevin Deasy, in Room 315, (412) 648-5642, for assistance with personal or academic problems.

PRINTED CLASS LITERATURE, REGISTRATION, FORMS IN GENERAL
Contact the Registrar’s Office (2nd floor) to obtain class materials (materials, syllabi, handouts, etc.); examination numbers and materials, registration; and general forms (Dean’s Card, change of address, etc.). Window hours are 9:00 a.m. - 4:00 p.m., Monday through Friday.

ROOM SCHEDULING, GENERAL ASSISTANCE
Classroom scheduling is accomplished by using the on-line form on the School’s Extranet. *All students must check in with the receptionist before entering Administrative offices. Contact the Law School Receptionist if you need further assistance.

LOCKERS
We have a limited number of student lockers located on the ground floor. Every attempt is made to issue each student their own locker. However, many first-year students may have to share a locker until another locker becomes available. Students are not permitted to attach any locks to their locker.

PHOTOCOPYING
Photocopying facilities are located in Room 423. Five copiers equipped with both Campus Funds units and coin boxes are available. The cash price per copy is 15¢, and it is up to each patron to bring coins as the Library does not provide change. Campus Funds accounts may be reloaded from the CMC machine in the Fawcett Commons or at the Panther Central in the Towers Lobby. Change machines are located on the ground floor in the vending machine area.
MAIL FOR STUDENTS, ORGANIZATIONS AND FACULTY

Each student at the Law School is assigned his/her own mailbox. Mailboxes are located on the ground floor in the Student Lounge. A listing of each student and his/her assigned mailbox number is posted on the bulletin board near the mailboxes.

Each Law School Student Organization has a mailbox located near the student mailboxes on the ground floor. Mail, addressed to a specific organization, shall be placed in the organization mailbox, not the student mailbox.

All mail addressed to Faculty or Administrative offices shall be given to the Receptionist in Room 202.

EMERGENCY ASSISTANCE

In the event of a true emergency, contact the main school administrative number: (412) 648-1490. Callers should be as SPECIFIC as possible regarding the nature and severity of an emergency. For circumstances that do not require the interruption of a class in progress, messages will be placed in the student’s mailbox. Students will not be called from ongoing classes unless the nature of the emergency is clearly stated and justifies such action.
PROGRAMS AND ACTIVITIES FOR CREDIT

The School offers a variety of activities for credit. Credit is awarded in the semester in which the activity is completed. Students are ineligible to earn credit in this fashion during a semester in which they are on academic probation.

While there exists a wide variety of moot court competitions in addition to those sponsored annually by the Law School, not every competition takes place on a yearly basis. Teams for the various competitions are formed in light of student interest and faculty sponsorship. Information regarding the status of the various moot courts will be made available through the eDocket as the school year progresses.

Registration for and satisfactory participation in these activities will result in the awarding of one academic credit. No academic credit may be earned for a second year of participation in the same student activity, except that a total of four academic credits may be earned for satisfactory participation in the Law Review, the Journal of Law and Commerce, the Pittsburgh Journal of Technology Law and Policy, the Pittsburgh Tax Review or the Pittsburgh Journal of Environmental and Public Health Law (one credit per semester for two years). A student may earn a maximum of four academic credits through participation in student activities approved for the award of academic credit.

LIMITATIONS ON ACTIVITIES FOR CREDIT

A student may earn a maximum of four academic credits through participation in activities for credit. A student may register for only one moot court activity per semester, and may not receive credit for the same moot court activity in more than one semester. Activities for credit do not count toward credit overload.

LAW REVIEW

The Law Review is a quarterly legal journal published by second- and third-year students. Members not only write scholarly commentaries on recent developments in legislative and court decisions, but also analyze and edit student and non-student works, preparing those selected for publication. Although faculty assistance and advice is available, the Review is relatively independent; all publication decisions are made by the editorial staff.
Law Review work is challenging and time-consuming, but the rewards of working with a professional staff on a professional publication are many. Law Review is universally recognized in the legal profession.

New members are selected on the basis of three criteria. First, students with high academic averages are invited to become members following completion of their first year, and to a limited extent, following their second year. Second, all first-year students may enter a writing competition held over the summer, from which additional members are chosen. These selections are based on superior legal research, reasoning and writing skills evidenced by high quality submissions. Third, any student who independently submits a manuscript which is published will be extended an invitation for membership. One credit is awarded for each semester of Law Review membership.

THE JOURNAL OF LAW AND COMMERCE
The Journal of Law and Commerce is a semi-annual legal periodical published by second- and third-year students. Focusing on material of a commercial nature, the Journal attempts to provide scholarly, yet practical articles and book reviews, written by professionals and students, that are of immediate interest to practitioners and academicians alike.

Invitations to join the Journal staff are extended during the summers following a student’s first and second years. In order to maintain its high standard of excellence, the Journal insists that its members have exhibited superior abilities either through academic performance or through submission of a research paper in the annual writing competition. In addition, those students whose independently submitted articles have been chosen for publication are also offered a position on the staff.

The major responsibility of Journal members consists of researching and writing a commentary of publishable quality on some aspect of commercial law. However, since producing a periodical is a team effort, members are also required to edit and prepare the final draft of those pieces chosen for publication. One credit is awarded for each semester of Journal membership.

PITTSBURGH JOURNAL OF TECHNOLOGY LAW AND POLICY
The Pittsburgh Journal of Technology Law and Policy (“TLP”) publishes articles and essays by scholars and practitioners on topics relating to high technology law and public policy. It is published by second- and third-year students at the School of Law. A complete description of TLP, including its history and mission, is available at its website, http://www.pittsburghjournal.org.
Members are selected for the TLP on the basis of a writing competition conducted over the summer and superior academic performance. Students may also become members of TLP by submitting a publishable and original work of scholarship. One academic credit is awarded for each semester of TLP membership.

PITTSBURGH TAX REVIEW

The Pittsburgh Tax Review is a forum for the discussion and debate of current issues in the field of tax law. The Tax Review publishes notes, comments, reviews, essays, and articles concerned with Federal Income Tax, Federal Estate and Gift Tax, Corporate and Partnership Tax, International Tax, and related areas. Students are selected for membership if they are in the top 20% of their first-year large section or receive an “A” in Federal Income Tax as a second-year student.

APPELLATE MOOT COURT COMPETITION

This intra-school moot court competition is open to all second- and third-year students and consists of three stages. During the initial Fall round, students write a brief and orally argue it. The winning participants go on to an intermediate level “round-robin.” Participants advance through the “round-robin” based upon the relative quality of their oral advocacy. The final rounds, usually occurring after the Winter break, consist of the successful participants from the previous semester’s “round-robin.”

Students begin the competition in self-determined two-member teams, organized at the start of the competition in September. Participants advance through the competition individually. The winning two participants receive a modest cash award. There are awards for the top three “Best Briefs” of the competition as well as the “Best Oralist” whose name is added to an engraved plaque displayed in the library.

All participants who complete the first round (including a brief and oral competition) receive one credit awarded in the following Spring Semester unless they withdraw from the competition or fail to appear for a scheduled argument without the notice required. This is the maximum credit available for this competition.

EXTERNAL SKILLS COMPETITIONS

Each year, numerous organizations outside the Law School sponsor moot courts and other skills competitions. These competitions may enhance a student’s overall educational experience, as well as his or her professional credentials. The School of Law is committed to supporting those students desiring to participate in external skills competitions to the greatest extent practical. However, in order to ensure we are effectively using Law School
resources to help students get the highest quality experience through these events, the School of Law annually chooses an approved list of external competitions that it will support in a focused way.

For these events, one or more faculty members have agreed to supervise a competitive process for selecting the best potential team members among all interested students. The faculty advisor(s) will also guide the team on its way to competition through a series of practice rounds.

The table on the following pages shows the approved list of events we are supporting this year. If you are interested in any of these events, we urge you to plan your calendar now so that you can meet the indicated deadlines and prepare adequately for competition.

FUNDED PARTICIPATION

In exchange for the commitment of students to the seriousness of this preparation, the Law School will underwrite the cost of participating in the competition. However, because funding in any given year is limited, the School of Law will fund only those events supported by the school. All funding requests from participants and their faculty advisor in these approved competitions must be submitted to the Assistant Dean for Administration as soon as possible.

Without jeopardizing support from the Office of the Assistant Dean for Administration, students may seek supplemental funds through both fundraising activities and outside sources. Such additional funding will help guarantee that participation is not affected by school budgetary shortfalls.

One possible source for additional funds is the Graduate and Professional Student Association (GPSA). Students interested in applying for GPSA Supplemental Funds should contact the GPSA office in the William Pitt Union. Further information may be obtained at the GPSA website (www.pittgpsa.org/). Students are asked to seek additional funds from both fundraising activities and outside sources in order to insure participation is not affected by school budgetary limits. For further information, please contact the Associate Dean of Students in Room 315 of the Law School.

TEAM SELECTION

Even if there is insufficient student support to conduct an internal competition prior to final team selection, we may still send a team if those students who are interested have participated in the school’s internal appellate moot court competition through at least two rounds in the fall semester or have proceeded through at least two rounds of another external competition for which we selected our team competitively.
A student team may not represent itself as the “University of Pittsburgh Team” in any event unless the team was selected competitively or is qualified through prior competitive experience as described above.

OBTAINING SCHOOL SUPPORT FOR NEW COMPETITIONS

We recognize that each year’s list of supported events may omit some events that would be of interest to at least a few students. Each of the events we support, however, has a track record of substantial student interest thereby helping to ensure students are best prepared to do well, both on their own behalf and on behalf of the school.

Any external skills competition that does not appear on the approved list may achieve official school support for the following year through petition and identification of a faculty advisor. Requests for credit must be submitted to the Faculty through the Curriculum and Educational Policy Committee in accordance with established procedures. At a minimum, the request should specify how participation in the competition further meets the educational goals of the school. Faculty advisors are encouraged to review the substantive participation requirements of those competitions which already receive official school support.

Requests for funding are handled exclusively by the Assistant Dean for Administration and the Dean of the Law School. Approval for the granting of credit is a separate process and does not guarantee funding. The identification of outside funding sources are highly encouraged for participation in any new external skills competition.

UNFUNDED PARTICIPATION

It may occur that during the year a group of students would like to constitute a Pitt team for some event that is not officially supported by the School of Law. In that case, students may represent the University of Pittsburgh School of Law if (1) the students are willing to pay their own way; (2) the students are able to secure a voluntary faculty advisor; and (3) the students have participated in the school’s internal appellate moot court competition through at least two rounds in the fall semester or have proceeded through at least two rounds of another external competition for which we selected our team competitively. Again, a student team may not represent itself as the “University of Pittsburgh Team” unless the team was selected competitively or is qualified through prior competitive experience as described above.

Academic credit may be provided for participation in external skills competitions that are not yet officially recognized by the school. Participants are encouraged to review the guidelines discussed elsewhere in this section.

Only those events that are school supported may apply for funding prior to competition. However, in the event the School of Law has a surplus of funds after meeting
all requests for supported events, the Assistant Dean for Administration may, in her discretion, provide funds to subsidize those events which are not yet officially supported. All such funding requests should be submitted near the end of the academic year.

CREDIT

A student may register for only one moot court activity per semester, and may not receive credit for the same moot court activity in more than one semester. Activities for credit, of which participation in external moot court competitions is one example, do not count toward credit overload. Up to one credit hour may be granted to students participating in school supported external skills competitions. The faculty advisor will ultimately determine whether the student has met the required level of participation or success necessary to merit credit. Although the School of Law recommends that credit be granted as an incentive towards participation, credit need not be given if the faculty advisor deems the quantity or quality of work insufficient to warrant credit.

In the event that participation in the external skills competition demands oral advocacy, or research and writing that exceeds the general minimum requirement, students may seek additional credit as an independent study. The granting of independent study credit is subject to the guidelines set forth in this Handbook and the discretion of both the faculty advisor and the Associate Dean for Academic Affairs.

In accordance with University procedures, the Registrar’s Office requires the earliest possible notification of which students are eligible to participate for credit and those who have completed the credit requirements. To ensure proper registration, a final roster of eligible participants, including their names and social security numbers, must be submitted by the faculty advisor to the Registrar’s Office no later than mid-March. After completion of the competition, but in any event no later than the last day of the academic year, the faculty advisor must submit a memorandum listing the names and social security numbers of those students who have successfully completed the credit requirements. The Registrar’s Office will grant credit on a student’s transcript for the Spring term.
HONORS AND AWARDS

Semester Honors
Each semester (except for a student’s first semester in law school), students who achieve a 3.50 QPA while taking at least 10 credits in the School of Law shall be awarded Semester Honors.

Graduation Honors
The School of Law awards its Juris Doctor degree with three levels of honor: *cum laude*, *magna cum laude*, and *summa cum laude*. Degrees are awarded *summa cum laude* to the very top graduating student or students. For the class entering in the Fall semester 2006, degrees will be awarded *magna cum laude* to the top 5% of the class. For the class entering in the Fall semester 2006, degrees will be awarded *cum laude* to the next 15% of the class. The following awards are also made at graduation:

Order of the Coif
Those members of the graduating class with cumulative grade averages in the top 10% of the class are eligible for election to membership of the Order of the Coif.

Order of the Barristers
The Order of the Barristers is a national organization that honors oral advocacy and brief writing skills. Nine graduating students are selected by the faculty for honorary membership in the Order of the Barristers. To be considered, students must participate in two moot court competitions, or participate in one such competition and also teach other students brief writing and oral argument.

Aldisert Award
An award, established by the former law clerks of United States Circuit Court Judge Ruggero J. Aldisert, Class of 1947, is presented annually to the student who receives the highest grade in the Advocacy and Adjudication course.
**American Academy of Matrimonial Lawyers Award**
This award is given to a graduating student who exemplifies the positive attributes of a matrimonial lawyer.

**Appellate Moot Court Competition Award**
This award, which recognizes the outstanding oralist(s) in the Appellate Court Competition, was established to honor Dean W. Edward Sell. The name(s) of the winner(s) are placed on the Appellate Court Competition Award Plaque.

**Blackburn Memorial Award**
This award recognizes the student who has made the most useful contribution to the Appellate Court Competition. The student’s name is placed on the Blackburn Memorial Plaque.

**David R. Bookstaver Award**
An award, established by the faculty and alumni of the School to honor Professor David R. Bookstaver, is presented annually to the student who demonstrates excellence in the field of the transfer of property by devise, bequest or gift.

**Thomas M. Cooley, II Legal Writing Award**
An award is made to the graduating J.D. student who, in the judgment of the faculty, has written the most distinguished paper for a seminar, class or independent study.

**Robert Maxwell DeBroff Prize**
An annual award is given in memory of the late Mr. DeBroff, Class of 1958, to the student who, in the judgment of the faculty, has shown the greatest motivation, interest and achievement in the area of corporate law.

**Ronald D. Ecker Memorial Award**
Presented annually to the outstanding team in the Client Counseling Program, this award was established to honor Ronald D. Ecker, an alumnus noted for dedication to his clients. The names of the winners are inscribed on a plaque displayed in the Barco Law Library.
William H. Eckert Prize
An endowment from Eckert Seamans Cherin & Mellott provides awards for students who, in the judgment of the faculty, have written superior papers in the upper division J.D. Legal Writing Program.

Faculty Award for Excellence in Legal Scholarship
This award, created by the faculty, recognizes outstanding scholarly achievement by a J.D. or LL.M. student in a seminar, class or independent study paper.

Herman L. Foreman Award
This award is presented annually to the graduate who attains the highest grade in the Private Labor Law course. The firm of Rothman, Gordon, Foreman and Groudine established the award in honor of their founding partner, Herman L. Foreman, Class of 1941.

Gerald K. Gibson Memorial Award
The Bankruptcy and Commercial Law Section of the Allegheny County Bar Association established this award in memory of Judge Gerald K. Gibson, a well-loved and respected member of the Bankruptcy judiciary in the Western District of Pennsylvania for thirty years. This award is made to the student deemed by the faculty to be the outstanding member of the Bankruptcy course.

International Academy of Trial Lawyers Student Advocacy Award
The International Academy of Trial Lawyers presents an honorary scroll to a student who demonstrates an overall ability in trial advocacy by high achievement in trial practice, evidence, and pleading and procedure courses.

Law School Community Service Award
This award recognizes those graduating students who have demonstrated a commitment to community service by engaging in significant volunteer activity while enrolled as a law student.
Law School Programs

Law School Student Leadership Award
This award recognizes those third-year students who, in the opinion of the Dean, have exhibited exceptional leadership qualities as law students.

Murray S. Love Award
This award, which recognizes the outstanding participants in the Murray S. Love Trial Court Competition, was established as a memorial to Murray S. Love, a member of the Class of 1954, by friends and members of his family. The names of the winners are placed on a plaque displayed in the Teplitz Memorial Courtroom.

National Association of Women Lawyers Law Student Achievement Award
The National Association of Women Lawyers confers an award of honorary membership upon a female student who has established an outstanding record of achievement during three years at the School.

Pittsburgh Tax Club Memorial Prize
This prize recognizes the student with the outstanding performance in federal taxation courses.

School of Law Community Service Award
This award is presented to the graduating student(s) who has demonstrated exceptional character and commitment by providing significant voluntary service to the community while in law school.

School of Law Outstanding Achievement Award
This award is presented to the student(s) who has graduated in the face of extraordinary challenges.

William Frederick Schulz, Jr., Legal History Award
This award is made annually to the student who, in the judgment of the faculty, wrote the outstanding paper in the field of legal history.
Scribes Award
A subscription to the *Scribes* periodical is awarded annually for the best article of legal writing by a Law Review member.

W. Edward Sell Award
This award was established by the Watson Chapter of Phi Alpha Delta Law Fraternity to honor Dean W. Edward Sell for his distinguished service on behalf of the University of Pittsburgh School of Law. A prize is awarded annually to the graduating student who attains the highest grade in the Corporations course.

David Stahl Memorial Award
An award is given by the Alumni Association of the Law School to the student attaining the highest average in the graduating class. The award is made in memory of the late Judge David Stahl, Class of 1949.

Taintor Memorial Award
The Taintor Memorial Award was established by the faculty and alumni in memory of the late Professor Charles W. Taintor, II. A treatise in the field of conflict of laws is awarded annually to the student receiving the highest grade in the Conflict of Laws course.

The Teplitz Memorial Awards
The Benjamin H. Teplitz, Class of 1917, and Esther F. Teplitz, B.S., M.D., Awards are made annually. An award of law books is made to the member of the graduating class who receives the highest grade average for third-year work in the School. An award of books dealing with the subject of law and medicine is made to the student who receives the highest grade in the Health Law course.

Wilder & Mahood Family Law Award
An award is made each year to the student who receives the highest grade in the Family Law course.
JOINT & COOPERATIVE DEGREES

The University of Pittsburgh School of Law offers several joint-degree programs which provide rigorous, integrated training effectively merging law and a number of allied fields. In order to be accepted into a joint-degree program, you must complete an admissions application to both participating schools as well as a separate joint degree application. If you are a current law student, only the separate joint degree application must be sent to the Admissions Office in the law school. For detailed information regarding the requirements for the joint-degree programs, visit www.law.pitt.edu/academics/joint_deg.php.

University of Pittsburgh School of Law and the Graduate School of Public and International Affairs (GSPIA)

  J.D./M.P.A.–Law and Urban and Public Administration
  J.D./M.P.I.A.–Law and International Affairs
  J.D./M.I.D.–Law and International Development

University of Pittsburgh School of Law and the Joseph M. Katz Graduate School of Business

  J.D./M.B.A.–Law and Business Administration

University of Pittsburgh School of Law and the Graduate School of Public Health

  J.D./M.P.H.–Law and Public Health

University of Pittsburgh School of Law and Interdisciplinary Master of Arts Program in Bioethics

  J.D./M.A.–Law and Bioethics

University of Pittsburgh School of Law and Carnegie Mellon University’s Tepper School of Business

  J.D./M.B.A.–Law and Business Administration
University of Pittsburgh School of Law and Carnegie Mellon’s H. John Heinz School of Public Policy and Management

J.D./M.S.–Law and Public Management
J.D./M.A.M.–Law and Arts Management
STANDARDS AND POLICIES

ACADEMIC RULES

GENERAL REQUIREMENTS

The following requirements are subject to all other requirements and exceptions set forth in this Handbook:

1. The degree of Juris Doctor (J.D.) is granted to students who, having met the entrance requirements before beginning law school, have completed three academic years of full-time study (including two years of full-time resident study) within six years of the date of matriculation; have received a passing grade in courses totaling 88 semester hours; have earned at least 65 credits in regularly scheduled class sessions at a law school; have satisfactorily completed such other work as may be prescribed from time to time; and have complied with the scholarship requirements set forth below.

   It is the responsibility of the student to ascertain that the 88-credit-hour requirement and the 65-credit requirement for in-class law school work described on p. 27 have been met. Each student is eligible to receive an academic record or unofficial transcript from the University Registrar, located in G-3 Thackeray Hall. You must present your University of Pittsburgh I.D. and be in good academic standing to receive your free copy. These printouts should be carefully checked to see that they list the correct number of credits, the correct courses and grades. Any errors should be reported immediately to the Law School Registrar.

2. The scale of grading is as follows: A+, A, A-, B+, B, B-, C+, C, C-, D, F.

3. Any student whose record in grades, attendance or classroom performance at the end of any semester in residence, including the first, indicates lack of capacity, interest or diligence may be excluded or placed on academic probation at the discretion of the faculty.

4. A student must attain an average of at least C for all the work in the first year in order to be advanced to the second year. Failure to attain this independent yearly average for the first year will result in an automatic exclusion from the school.

5. A student must attain a cumulative average of at least C at the end of the second year in order to advance to the third year. Failure to attain the cumulative average will result in an automatic exclusion from the school. A student who attains a cumulative average of C or better at the end of the second year, but less than a C average for the work of the second year, is automatically placed upon academic probation during the third year.

6. A student must attain a cumulative average of at least C at the end of the third year in order to be graduated from the school. Failure to attain the cumulative average will result
in an automatic exclusion from the school. A student who attains a cumulative average of C or better at the end of the third year, but less than a C average for the work of the third year, is automatically placed upon academic probation. In order to be eligible to graduate, the student on probation must satisfy all conditions imposed by the Faculty Committee on Petitions and Academic Standards.

7. An LL.M. student must attain a cumulative average of at least C to be graduated from the school. Failure to attain the cumulative average will result in an automatic exclusion from school.

8. A student who at any time accumulates 12 semester hours of D or F grades is automatically placed on academic probation for the semester following this accumulation.

9. A student on academic probation is required to meet the conditions of probation which are established by the Faculty Committee on Petitions and Academic Standards. Failure to meet the condition of academic probation will result in an automatic exclusion from the school. A student who is placed on probation at the end of the third year must meet the conditions imposed by the Faculty Committee on Petitions and Academic Standards in order to be eligible to graduate.

10. A student on academic probation is not eligible to hold office in law student organizations, Student Bar Association, nor to participate in any activity for credit, any clinical program, or the Client Counseling Competition.

11. A student who at any time accumulates ten semester hours of F grades is automatically excluded from the school immediately upon such accumulation.

12. Upon exclusion from the school for any of the reasons set forth herein, readmission to the school may be sought only by the submission of a written petition to the Faculty Committee on Petitions and Academic Standards. If the decision of the Committee is unanimous, there is no further review. If the decision of the Committee is split, review may be sought from the faculty Steering Committee.

13. In computing grade averages, the following numerical equivalents will be used for purposes of determining whether or not a student will be excluded: A+ = 4.00; A = 4.00, A- = 3.75; B+ = 3.25; B = 3.00; B- = 2.75; C+ = 2.25; C = 2.00; C- = 1.75; D = 1.00; F = 0. The required average must be fully attained rather than approximated. For example, to attain a C average, a student must have a numerical grade average of at least 2.000 (the full, integral value of C on the numerical equivalent scale). A numerical grade average of 1.999, then, would not constitute a C average.

14. It is the policy of the faculty not to permit a student who has received a grade in a course to take a reexamination or to repeat the course for the purpose of receiving credit in the course or raising the course grade. This policy will not always apply to courses that are designated by the faculty as courses that must be successfully completed as a condition of graduation, and the faculty may relax the policy in other exceptional cases. The policy
may be waived in other exceptional cases by the Faculty Committee on Petitions and Academic Standards.

When permission has been granted to retake a course or examination, both grades will appear on the transcript. The first grade will receive no credit. The second grade will receive credit. The Petitions Committee will decide on a case by case basis whether the second grade should be reported on a Satisfactory/Unsatisfactory or on a letter grade basis.

15. A cumulative grade average will be the only criterion used for the purpose of determining class rank and honors. A student’s cumulative grade average will include all previous semesters of graded course work completed by the student at the school. Students who have spent a year at another law school will be eligible for honors and awards, based on the cumulative grade average for work completed at the University of Pittsburgh School of Law.

16. In addition to the standard grading scale, certain courses are offered on a Satisfactory/Fail basis, or an Honors/Satisfactory/Fail basis.

17. If a student is certified out of a course or seminar by the faculty member for failure to meet attendance requirements or to properly prepare or to satisfy any other course requirements, the faculty member may assign a grade of “U” (Unsatisfactory) or “F” (Failure). No credit will be given for the course or seminar. A student certified out will not be permitted to enroll in the course or seminar at a future time at this school or at another law school for credit at this law school.

18. As noted in Rule #12, the Steering Committee has the appellate jurisdiction to review only non-unanimous decisions of the Faculty Committee on Petitions and Academic Standards in cases where a student has been excluded from the School of Law for any reason and has sought readmission by Petition to that Committee. The standard for review of such Petitions, is “abuse of discretion.” In all other cases, see, e.g., Rule #14, including unanimous decisions of the Faculty Committee on Petitions and Academic Standards on exclusion Petitions and unanimous or non-unanimous decisions on all other Petitions, all decisions of the Faculty Committee on Petitions and Academic Standards are final and the Steering Committee lacks the appellate jurisdiction to review them.

PETITIONS FOR READMISSION

A student who seeks readmission to the School after academic exclusion, withdrawal or failure to return after a leave must file a petition with the Associate Dean for Academic Affairs stating what equities, if any, speak to his or her readmission. The Associate Dean will forward the petition to the Petitions and Academic Standards Committee.
If readmission is granted, the student may be placed on probation and subjected to conditions of probation, which must be met by the student for advancement. The transcript of a student readmitted under probation will be so noted. Once the conditions of probation have been satisfactorily completed, the transcript will note the student’s removal from probation. If the conditions of probation are not satisfactorily met, the student will be excluded automatically. The student does have the right to petition again.

The Petitions Committee does not have the authority to “order” that an excluded student who has completed his or her first year be readmitted to take the first year over again. The Petitions Committee may, however, recommend that an excluded student be readmitted to the first year, but such a recommendation should be made only in “extraordinary circumstances,” which circumstances should be detailed by the Committee, accompanying such a recommendation. This recommendation may be for the next Academic Year or for a subsequent Academic Year.

If the Committee does so recommend, the ultimate decision as to whether an excluded student will be readmitted to take the first year and, if so, whether that student will be “re-offered” financial aid is strictly an administrative decision, which will be made by the Dean and the Assistant Dean of Admissions. The ultimate readmission decision will take into account not only the extraordinary circumstances found to exist by the Petitions Committee, but also issues of class size and the availability of financial aid. The Dean and the Assistant Dean of Admissions may also decide that readmission to the first year is appropriate, but defer such readmission to a subsequent Academic Year.

GRADING GUIDELINES
(Adopted by the Faculty 11/87; Revised 10/1/98)

1. Faculty members teaching first-year courses and all upper-level courses except limited enrollment courses (clinics, seminars and all courses in which the Dean has permitted an enrollment limit) are encouraged to utilize a median “B” grade.

2. Faculty members teaching clinics, seminars and other limited enrollment courses are encouraged to utilize a median “B+” grade.

3. Faculty members teaching first-year courses, sectioned upper-level courses, and larger enrollment upper-level courses are encouraged to assign “A+,” “A” and “A-” grades to 20% of the class.

4. Faculty members teaching in first-year large sections are encouraged to assign grades of “C+” and below to 20% of the class.

5. Faculty members teaching in upper-level large classes are encouraged to give at the minimum a range of 10% to 15% of grades of “C” and below.
6. Faculty members teaching seminars and clinics may elect whether to grade the course on the current letter grade basis (in which case the B+ median guideline would apply) or on an Honors/Pass/Fail basis. For those electing the Honors/Pass/Fail option, a guideline of 33% of Honors grades is recommended.

7. Faculty are strongly encouraged to comply with these Guidelines.

GRADE CHANGES
Once a faculty member submits final grades for a course to the Registrar, the faculty member may not submit a grade change unless a mathematical error was made in determining the original grade.

THIRD-YEAR STUDENTS WITH INSUFFICIENT NUMBER OF CREDIT HOURS
Those students who are in good standing after attending the School of Law for six full terms and are no more than four credits short of the requirement of graduation may take the credits during the summer at an ABA/AALS-approved law school or take the credits in the fall here at the School of Law. In either case, the course selected must be approved by the Associate Dean for Academic Affairs. Any student more than four credits short of the required hours for graduation must return in the Fall.

LAW SCHOOL

POLICY ON RELEASE OF GRADE INFORMATION
The School of Law does not release the academic ranking of its students. Students are not permitted to estimate class rank on their resumes. Students may list their numeric Q.P.A. and/or their letter grade average (e.g. B+) on their resume. Students may not list more than one grade (e.g., B/B-), but may list only the one letter grade that reflects their average (e.g., B-). Students may consult the grade distribution charts, prepared by the Registrar's Office, to determine whether they fall into an employer’s class rank cutoff or preference (e.g., top 25%).
POLICY ON WRITTEN WORK FOR CREDIT

At the University of Pittsburgh School of Law, seminar and independent study papers, as well as other written work submitted for credit, must be based upon original scholarship (research and writing) by the student submitting the written work. Accordingly, students must fully disclose to any faculty member supervising written work the extent to which all, or any portion, of written work being submitted for credit has been based upon scholarship done in another course, seminar or project for credit, either at the University of Pittsburgh or any other institution of high learning. (This would include student notes and comments prepared for the Law Review, Journal of Law and Commerce, Pittsburgh Journal of Technology Law and Policy, The Pittsburgh Tax Review or the Pittsburgh Journal of Environmental and Public Health Law.) Students also are required to disclose to a supervising faculty member whether scholarship has been based in whole or in part upon scholarship performed by the student outside of a college or university setting, such as in an externship (paid or unpaid), volunteer work, or summer, part time or full time employment.

STANDARDS OF ACADEMIC INTEGRITY

It is the obligation of every student to make himself or herself familiar with the provisions of these standards and to comply with them. Nothing contained herein shall be construed or interpreted to conflict with the University of Pittsburgh Guidelines on Academic Integrity. These University Guidelines should also be the source of any necessary implied terms which are not expressed herein.

Student Obligations

Students have an obligation to exhibit honesty, and to respect the ethical standards of the legal profession in carrying out their academic assignments. Without limiting the application of this principle, a student may be found to have violated this obligation if he or she:

1. Possesses materials or employs devices not authorized by the instructor during an academic evaluation;

2. Provides assistance during an academic evaluation to another person in a manner not authorized by the instructor;

3. Receives assistance during an academic evaluation from another person in a manner not authorized by the instructor;

4. Possesses, buys, sells, obtains, or uses a copy of any materials intended to be used as an instrument of academic evaluation in advance of its administration;
5. Acts as a substitute for another person in any academic evaluation process;
6. Utilizes a substitute in any academic evaluation procedures;
7. Practices any form of deceit in an academic evaluation proceeding;
8. Attempts to override constraints imposed by examination software;
9. Depends on the aid of others in a manner expressly prohibited by the instructor, in the research, preparation, creation, writing, performing, or publication of work to be submitted for academic credit or evaluation;
10. Provides aid to another person, knowing such aid is expressly prohibited by the instructor, in the research, preparation, creation, writing, performing or publication of work to be submitted for academic credit or evaluation;
11. Presents as one’s own, for academic evaluation, the ideas, representations or words of another person or persons without customary and proper acknowledgment of sources;
12. Submits the work of another person in a manner that represents the work to be one’s own;
13. Knowingly permits one’s work to be submitted by another person without the instructor’s authorization;
14. Attempts to influence or change one’s academic evaluation or record for reasons other than achievement or merit;
15. Indulges, during a class or examination session, in conduct that is so disruptive as to infringe upon the rights of the instructor or fellow students;
16. Fails to cooperate, if called upon, in the investigation or disposition of any allegation of dishonesty pertaining to a fellow student;
17. Mutilates library materials or takes or sequesters library materials for his or her own benefit or to the detriment of others;
18. Continues writing after the final warning indicator signaling the conclusion of an examination. Upon the issuance of the one-minute warning, a student shall make sure the front of the exam booklet is properly filled out. When the final announcement is given, students shall stop writing. The only time a student may make any further markings is with the express consent of the person supervising that examination;
19. Falsifies or misrepresents academic records on an employment application made through the Law School; or
20. Falsifies or misrepresents information or participates in the falsification or misrepresentation of information, including but not limited to LSAT scores, in any law school admissions application prior to or following his or her matriculation.

21. Signs another student’s name to an attendance sheet.

Adjudication Procedures

No student should be subject to an adverse finding that he or she committed an offense related to academic integrity and no sanction should be imposed relating thereto except in accordance with the procedures appropriate for disposition of the particular matter involved. The degree of formality of proceedings, the identity of the decision-maker or decision-makers, and other related aspects properly reflect such considerations as the severity of the potential sanction, its probable impact upon the student, and the extent to which matters of professional judgment are essential in arriving at an informed decision. In all cases, however, the objective is to provide fundamental fairness to the student as well as an orderly means for arriving at a decision, starting first with the individual instructor and then designated administrative officers or bodies.

1. The allegation that a student has violated the standards of academic integrity may be initiated by a faculty member, student, or staff member. The allegation must be communicated to the Associate Dean, who will inform the student of the allegation. The student will be provided the opportunity to respond. Efforts will be made at this informal stage to resolve the matter in a manner acceptable to the interested parties.

2. If the matter cannot be resolved through this informal process, a written statement of charges will then be filed with the Office of the Dean. If the Dean or his or her designee finds probable cause to believe that a student has violated a standard of academic integrity and that severe sanctions may be appropriate, he or she shall refer the matter to the Hearing Board. For this purpose, severe sanctions include expulsion, suspension or entry of a permanent notation on any record currently or prospectively available to any person outside the law school.

3. The Hearing Board shall consist of three faculty members appointed annually by the Faculty Steering Committee and two students.

4. Students appearing before the Hearing Board shall have the right to be accompanied and represented by an advisor of their choice during all stages of the proceedings before the Board.

5. The Hearing Board proceeding is de novo, without reference to any matter developed previously in any informal proceeding in which disciplinary action was considered. No member of the Hearing Board who has previously participated in the
particular case or who would appear as a participant before the Board itself shall sit in judgment during that particular proceeding.

6. At least ten days prior to the Hearing Board proceeding, the student immediately involved shall be given a written statement indicating the nature and basis of the charge and the penalties that may attach thereto. Should a charge arise during an examination period, any involved student will be so notified immediately after the completion of that examination period.

7. During the proceedings, the student shall be given an opportunity to testify and to present other evidence and witnesses relevant to the charge or the possible penalties imposed. This student shall have an opportunity to cross-examine adverse witnesses, and in no case shall the Board consider statements against the student unless he or she has been advised of their content and the names of those who gave them, and unless he or she has been given an opportunity to rebut unfavorable inferences that might otherwise be drawn.

8. The clear and convincing standard shall be applied in the determination of any fact bearing on culpability or penalty.

9. Decisions of the Hearing Board shall be subject to such review as provided in the University of Pittsburgh Guidelines on Academic Integrity, provided, however, that whenever the sanction of expulsion is imposed, an appeal to the full faculty is permitted as a matter of right.

10. The Hearing Board is empowered to formulate additional procedures and policies for its own operation, subject to conformity with University Guidelines on Academic Integrity.

Faculty Obligations
Faculty obligations are governed by the University of Pittsburgh’s Guidelines for Academic Integrity. A copy of these guidelines may be retrieved from the Office of the Associate Dean of Students.

Timeliness
It is the responsibility of all parties, including administrative officers, to take prompt action in order that charges can be resolved quickly and fairly. Failure of the instructor to utilize these procedures diligently may constitute grounds for dismissal of charges.
Sanctions

The sanctions that may be imposed upon a finding that an offense related to academic integrity has been committed are the following:

1. Dismissal from the University without expectation of readmission.
2. Suspension from the University for a specific period of time.
3. Dismissal from the department in which the offense occurred, and exclusion from courses offered in that department, permanently or for a stated period of time.
4. Dismissal from the course in which the offense occurred, with or without the opportunity to be enrolled therein at a future date.
5. Reduction in grade, or assignment of a failing grade, in the course in which the offending paper or examination was submitted.
6. Reduction in grade, or assignment of a failing grade, on the paper or examination in which the offense occurred.

The imposition of such sanctions may be considered by the school in the preparation of any report concerning a student that will be submitted to a government agency, accrediting body, or other person or institution in accordance with the requirement of law or the consent of the student.

Each year the Associate Dean for Academic Affairs will prepare a report for Law School students and faculty describing the incidents that have been reported to the Dean’s Office during the year. All names and other identifying information will be deleted from this report.

CONTINUING OBLIGATIONS

After a student has matriculated, he/she has a responsibility to notify the School of Law promptly regarding changes to any information contained in the application. Any misrepresentation or material omission regarding any information requested in the application constitutes a violation of the Standards of Academic Integrity and may result in the revocation of admission. It remains the responsibility of the student to inform the School of Law of any criminal charges that are filed during his/her tenure in the School of Law. Failure to do so may affect the student’s ability to practice law. Information contained in the application and in a student’s record may be considered by bar examination authorities during their investigation of character and fitness of the practice of law.
STUDENT ORGANIZATION CERTIFICATION

All Student Organizations must be certified and re-certified annually with the Office of the Director of Student Activities which is located at 140 William Pitt Union and can be reached by calling (412) 624-7116. After election of officers in the Spring term, the new officers must fill out re-certification papers by going on-line to the following website: http://www.sorc.pitt.edu. The Assistant Dean for Administration is available to assist you with this process should you have questions.

Elections for each organization at the Law School must take place no later than March 30 of the calendar year.

REQUIREMENTS FOR CERTIFICATION

1. Submit the certification application.
2. Accurately disclose the purpose of the organization and operate in accordance with its stated purpose.
3. Submit a constitution and bylaws according to prescribed standards.
4. Submit a membership list with the names and student I.D. numbers of 10 students or a petition of 100 currently enrolled students supporting the certification of the group.
5. Agree to and comply with the Notice and Acceptance of Certification Limitations.
6. Agree to and comply with the Notice and Acceptance of the Assumption of Risk.
7. Agree to and comply with the Publications Code for Student Organizations.
8. Disclose any external affiliations and provide the constitution and bylaws of any such organizations and certify that all conditions for affiliation meet the University standards for certification defined herein.
9. Limit membership to students, faculty, and staff of the University of Pittsburgh.
10. Sustain an active membership of minimum of ten (10) students.
11. Sustain a membership comprised of at least seventy-five percent (75%) students.
12. Maintain at least three (3) student officers in good academic and social standing.
13. Submit all changes in constitution and bylaws, officers and advisor/liaison to the Office of Student Activities within two (2) weeks after the changes.
14. Submit a recertification application annually.
15. Adhere to University regulations.
16. Adhere to local, state, and federal laws.

17. Refrain from advocating, inciting, or participating in any material interference or physical disruption of the University or the peace and decorum of the campus.

18. Refrain from the use of deceptive recruitment practices and the use of coercion, manipulation and proselytization techniques as means of recruitment.

19. Refrain from participation in any hazing activities.

20. Refrain from any illegal discrimination.

21. Conduct all activities in a manner consistent with the educational mission of the University.

22. Conduct all activities in a manner that contributes to the intellectual, ethical, psychological, and personal growth of the organization’s members.

23. Refrain from using the organization for the financial enrichment of any officer, member, or affiliate.

24. Refrain from directly or indirectly using University resources for the express benefit of external affiliates.

25. Use dues and other membership fees for the express benefit of the organization and in fulfillment of its purpose.

26. Maintain University accounts as required.

27. Refrain from maintaining outside bank accounts if funded by activity fees, and refrain from using the name of the University on private bank accounts.

28. Refrain from entering or attempting to enter into contractual obligations for the University without prior authorization by designated University staff.

29. Refrain from directly or indirectly using University resources in support of any candidate for public office, except as permitted by University policy.

30. Refrain from soliciting funds outside the University without the express approval from the Office of Student Activities.

It is understood and agreed that the organization will comply with the aforementioned requirements for certification.

USE OF ALCOHOL FOR CERTIFIED STUDENT ORGANIZATIONS

This policy is intended both to comply with the University policy and to promote the status of the Law School as an academic and professional center. Given the primary educational functions of the Law School, alcohol will not be served at student social or entertainment events that are unrelated to the school’s educational and public service
missions. On the other hand, just as alcohol is served at a limited number of educational and service events directed at alumni, students may ask permission to serve alcohol at student events but only pursuant to the following policy:

1. Alcohol may not be served at extracurricular events unless expressly approved by the Dean of Students.

2. Alcohol may not be sold under any circumstances at the Law School.

3. Law School student organizations, their officers and members assume sole responsibility for understanding and complying with applicable laws of the Commonwealth of Pennsylvania regarding the purchase, possession, distribution and consumption of alcohol at their events on and off campus.

4. Law School student organizations may use activity fees to purchase alcohol.

5. Law School student organizations may serve alcohol at on campus events, provided they use bartenders from University Catering, who shall be the only persons authorized to access and dispense alcohol. Alcohol may not be sold at any event. Alternative beverages and snacks of adequate quantity must be served and displayed in clear view.

6. In any event where alcohol is served, an official host must be designated by the sponsoring organization. The host must be an officer of the organization, be present at the entire function, and he/she will be responsible for compliance with the Alcohol Policy and Pennsylvania Laws relating to alcoholic beverages.

7. Law School student organizations may purchase and serve alcohol at off campus events provided the alcohol is served by a licensed vendor who accepts full responsibility for compliance to the applicable laws.

8. Law School student organizations may not mention the availability of alcohol at an event by advertising, invitation, announcements, or other forms of promotion.

9. Law School student organizations may not solicit or receive free alcohol from any source.

10. Law School students and student organizations are prohibited from storing or consuming alcohol in assigned office space or public areas of the University.

11. Organizational violations of this policy will be adjudicated by the Office of Student Activities and may result in University sanctions, including revocation of certification. Individual students are subject to disciplinary proceedings and sanctions through the University Student Judicial System. In addition should the Law School Administration determine that there has been a violation, that violation will result in Law
School sanctions, including revocation of certification and loss of eligibility to serve alcohol at future events.

USE OF ALCOHOL BY STUDENTS

The following guidelines in regard to alcohol are to be observed for all University-sponsored functions. Employees, students, and agents of the University must fully comply with the laws of the Commonwealth of Pennsylvania regarding the possession and consumption of alcohol. Pennsylvania law prohibits: furnishing or providing alcohol to anyone under the age of 21 or to anyone visibly intoxicated; anyone under the age of 21 from possessing or consuming alcoholic beverages under any circumstances; and anyone under the age of 21 from being on licensed premises where alcohol is served, unless under proper supervision.

At each student organization function, the “Host” will be considered to be the most senior official present from the organization sponsoring a function. The Host of a function is responsible for ensuring that Pennsylvania law relating to alcoholic beverages be strictly observed. The Host of a function shall be responsible for compliance with these guidelines.

PRO BONO POLICY

It is the policy of the School of Law to encourage law students to perform public service activities, while in law school, without academic credit or financial compensation. The Law School will publicize opportunities for such service and maintain a permanent record of such service for students who wish their work so recorded. The program is administered by the Associate Dean of Students.

STUDENTS WITH DISABILITIES

It is the policy and practice of the University of Pittsburgh School of Law, to comply with the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, and Commonwealth of Pennsylvania requirements regarding students and applicants with disabilities. Under these laws, no qualified individual with a disability shall be denied access to or participation in services, programs, and activities of the University of Pittsburgh School of Law.

Students who require accommodations because of a physical, learning or other disability must be evaluated by the Office of Disability Resource Services (ODRS). The ODRS will document and verify the students status and make recommendations for appropriate accommodations to the Associate Dean of Students. The Associate Dean of Students, in conjunction with the Office of the Registrar, are responsible for the provision of accommodations throughout the school year.
The Office of Disability Resource Services is located at 216 William Pitt Student Union. Please contact Ms. Lynette Van Slyke at (412) 648-7890 for an appointment for an evaluation. It is extremely helpful to submit to that office any medical information that will assist in this evaluation. Limited testing is administered by that office at no charge to the student. If a more extensive evaluation is needed, the student may be required to pay for additional testing to verify a learning or other disability.

Please feel free to contact the Associate Dean of Students if you have questions or concerns regarding a disability and available resources (Room 315 at the Law School, (412) 648-5642).

EMERGENCY EVACUATION PROCEDURES

There are two emergency exits on each floor of the law building. These exits are identified by red signs. Students who are ambulatory should make certain to identify these routes in case of an emergency. Should the need arise to evacuate the building and the elevators are not in use, please proceed to an emergency exit and wait for assistance. Police and fire personnel will check each exit and assist you in evacuating the building.

STUDENT RECORDS (BUCKLEY AMENDMENT)

On November 19, 1974, the Family Educational Rights and Privacy Act of 1974 (commonly referred to as the Buckley Amendment), which was enacted as part of the Educational Amendments Act (P.L. 93-380), took effect. The stated purpose of the Buckley Amendment is the protection of the educational interest, rights of privacy and confidentiality of students and their parents. As applied to law schools and other post-secondary educational institutions, it is normally the rights of the students that are protected.

The School of Law policy has always been to release personal or academic information only upon request by the student or graduate.

Federal law prohibits the release of any information by the Law School concerning a student unless notice of the intent to release such information is first given to the student. It is the policy of the Law School to release only the following information regarding students: (1) the student’s name; (2) address; (3) date and the place of birth; (4) participation in officially recognized activities; (5) dates of attendance; (6) degrees and awards received; and (5) the most recent previous educational institution attended by the student.
Should any student desire that this information not be released, a written request should be made by the student and filed with the Associate Dean for Academic Affairs and with the Office of Judicial Affairs, 738 William Pitt Union.

The Registrar, from time to time, receives requests for scholastic information. The Registrar will not release such information until the student has supplied a letter in writing authorizing the Registrar to release the information.

**UNIVERSITY OF PITTSBURGH**

**NONDISCRIMINATION POLICY**

The University of Pittsburgh, as an educational institution and as an employer, values equality of opportunity, human dignity, and racial/ethnic and cultural diversity. Accordingly, the University prohibits and will not engage in discrimination or harassment on the basis of race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability or status as a disabled veteran or a veteran of the Vietnam era. Further, the University will continue to take affirmative steps to support and advance these values consistent with the University’s mission. This policy applies to admissions, employment, access to and treatment in University programs and activities. This is a commitment made by the University and is in accordance with federal, state, and/or local laws and regulations.

For information on University equal opportunity and affirmative action programs and complaint/grievance procedures, please contact: William A. Savage, Assistant to the Chancellor and Director of Affirmative Action (and Title IX and 504 coordinator), Office of Affirmative Action, 901 William Pitt Union, University of Pittsburgh, Pittsburgh, PA 15260, (412) 648-7860.

**ANTI-HARASSMENT POLICY STATEMENT**

No University employee, University student, or individual on University property may intentionally harass or abuse a person (physically or verbally) with the purpose or effect of unreasonably interfering with such person’s work or academic performance, or of creating an intimidating, hostile, or offensive work or academic environment. Consistent with the University Nondiscrimination Policy Statement, this Anti-Harassment Policy includes cases where the conduct is based on race, color, religion, national origin, ancestry, sex, age, marital status, familial status, sexual orientation, disability, or veteran status. This policy will be applied with due respect for the University’s commitment to equality of opportunity, human dignity, diversity, and academic freedom.
Any violations of the University’s Anti-Harassment Policy or any other violation of another student’s rights will be subject to the University’s Student Code of Conduct.

POLICY & PROCEDURES PERTAINING TO THE UNIVERSITY’S PROHIBITION OF SEXUAL HARASSMENT

Policy

The University of Pittsburgh is committed to the maintenance of a community free from all forms of sexual harassment. Sexual harassment violates University policy as well as federal, state and local laws. It is neither permitted nor condoned. The coverage of this policy extends to all faculty, researchers, staff, students, vendors, contractors and visitors to the University.

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The University’s educational mission is promoted by professional relationships between faculty members and students. Relationships of an intimate nature compromise the integrity of a faculty-student relationship whenever the faculty member has a professional responsibility for the student.

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The University prohibits intimate relationships between a faculty member and a student whose academic work, teaching, or research is being supervised or evaluated by the faculty member. If an intimate relationship should exist or develop between a faculty member and a student, the University requires the faculty member to remove himself/herself from all supervisory, evaluative, and/or formal advisory roles with respect to the student. Failure to do so may subject the faculty member to disciplinary action.

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Complaint Procedure

Any student who believes he or she has been sexually harassed should contact the Associate Dean of Students, the Office of Affirmative Action, the Office of the Provost, the Coordinator of the University Student Judicial System, or the person(s) listed below. The complaint will either be handled by the person/office receiving the complaint or referred to the Office of Affirmative Action.

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Any individual who after a thorough investigation is found to have violated the University’s policy against sexual harassment will be subject to disciplinary action, including, but not limited to, reprimand, suspension, termination or expulsion. The disciplinary action taken will depend upon the severity of the offense.
It is also a violation of the University of Pittsburgh’s policy against sexual harassment for any employee or student at the University of Pittsburgh to attempt in any way to retaliate against a person who makes a claim of sexual harassment.

A complete copy of these procedures and guideline is available in the Office of the Associate Dean of Students, the Office of Affirmative Action and the University of Pittsburgh School of Law website (www.law.pitt.edu).

For Additional Information

Kevin Deasy
Associate Dean of Students
315 School of Law
(412) 648-5642

Elaine Y. Framptom
Office of Affirmative Action
901 William Pitt Union
(412) 648-7860

University Student Judicial System
738 William Pitt Union
(412) 648-7918

Office of the Provost
801 Cathedral of Learning
(412) 624-0790

For Counseling Services

University Counseling Center
Sexual Assault Services
334 William Pitt Union
334 William Pitt Union
(412) 648-7930
(412) 648-7856
EXAMINATION RULES AND PROCEDURES

Examinations are designed to test the understanding of the concepts in the examined subject matter. Obviously, students should neither seek nor accept any assistance during the examination. Less obviously, but of great importance, is that students do not appear, to any degree, to seek or accept any such assistance. It is essential that every law student recognize the necessity of strict adherence to all examination rules and the Standard of Academic Integrity for Exams to avoid any unauthorized practice and to avoid even the appearance of unauthorized practices. Following are the examination rules and procedures in effect at the School of Law.

CAREFULLY READ ALL INSTRUCTIONS. IGNORANCE OF ANY RULE OR PROCEDURE WILL NOT BE ACCEPTED AS AN EXCUSE FOR VIOLATION.

A final examination schedule showing exact day, date, starting and ending times, and Open/Closed Book status and those exams allowing PCs will be posted on the Registrar’s page of the Law School website, outside the Registrar’s Office Service Window on the bulletin board and on the Plasma Screen on the First Floor. Copy the exact information for each of your examinations.

DO NOT TRUST THIS INFORMATION TO MEMORY.

PLAN TO ARRIVE AT THE SCHEDULED ROOM FIFTEEN (15) MINUTES BEFORE THE SCHEDULED START OF AN EXAMINATION.

There are NO designated seating assignments in the examination rooms. However, in the situation where one or more exams are going to take place in the same room, you may be directed to a particular area of the room to sit. You are to SIT EVERY OTHER SEAT in the exam room. Exam materials will be distributed once everyone is seated. Proctors are there to assist you.

DO NOT OPEN AN EXAMINATION BOOKLET UNTIL YOU ARE TOLD TO DO SO.

Five (5) minutes before the scheduled start of an examination, or once all students are seated, the proctor will instruct you to open your examination booklet and remove the perforated form enclosed in the booklet. The form shows the name of the exam and exam number.

YOUR EXAMINATION NUMBER IS THE NUMBER PRINTED DIRECTLY ABOVE THE LINE PROVIDED FOR YOUR NAME. IF YOU ARE CONFUSED AS TO WHICH NUMBER TO USE, ASK THE PROCTOR FOR ASSISTANCE.

PRINT your name on the top and bottom portion of the exam-number form. Enter your exam number on the front of your examination booklet or into the exam software (if you are using a laptop to take your exam). Once the exam has begun, the proctor will collect one copy of the form. You should keep the other copy of the form for your records.
YOU WILL RECEIVE A DIFFERENT EXAMINATION NUMBER FOR EACH EXAMINATION.

The Registrar’s Office will NOT replace lost or forgotten exam numbers. If you lose your copy of your exam number, you must wait to know your grade for that course until the University makes grades available for the semester through the PeopleSoft Student Portal.

Examinations MUST BE RETURNED with your exam booklets at the end of each examination if the faculty has instructed that they be collected.

Any materials taken into an examination room, even if the exam is OPEN BOOK, must be in clear sight of proctors.

Any student found to have unauthorized materials in an examination will be charged with violation of examination rules.

Walkman, radios, cell phones and other types of tape-recording/playing equipment are NOT permitted in examination rooms.

NO food of any kind is permitted in examination rooms without the permission of the Registrar’s Office staff, and then only for medical reasons. Beverages will be permitted. However, please be considerate of other students in the examination room if you bring a beverage with you.

The room proctor will read a series of examination procedures. PAY SPECIAL ATTENTION TO THESE ANNOUNCEMENTS.

IN THE ABSENCE OF REGISTRAR’S OFFICE STAFF, PROCTORS ARE THE FINAL AUTHORITY.

1. To assure the anonymity of the grading system, students will identify themselves on all law school examinations by examination number only. Examination numbers will be assigned randomly for each examination. Students will receive a different number for each examination.

2. Adjustments to the examination schedule will be made only in the case where a student is enrolled in three courses with back-to-back examinations (e.g., Monday a.m., Monday p.m., Tuesday a.m.), or two exams at the same time. In this case, the student will be allowed to reschedule one of the exams.

3. Except for good cause, such as sickness or other serious circumstances totally beyond a student’s control, special or make-up examinations will not be given. A student’s failure to take a scheduled examination without good cause and without prior notice to the Dean’s Office will result in that student receiving a failing grade for the course in which the examination was missed.

If a student is going to miss an examination for good cause, the student must properly advise the Dean’s Office before the examination. If a student experiences extenuating
circumstances during the examination the student must notify the Dean’s Office during the examination or promptly after it.

4. If a student misses an examination for good cause and with prior notice, the student will be required to reschedule the examination within the examination period, at the discretion of the administration; otherwise, it must be taken the next time the examination in that course is given, regardless of the fact that the course may then be taught by a different instructor. A student who has experienced extenuating circumstances during an examination and notified the Dean’s Office during the examination or promptly after it may petition for the discretionary relief of taking a reexamination the next time an examination in that course is given, regardless of the fact that the course may then be taught by a different instructor. Such relief is granted in only the most compelling cases. The Standards of Academic Integrity apply for all rescheduled examinations.

5. It is the student’s obligation to determine when an examination begins and its length. Failure to appear at the beginning of the examination will not result in any additional time being granted for the completion of the examination. Excuses for being late will not be accepted.

6. Exams will be started with a proctor in the room. After the exam begins, the proctor may or may not stay in the room for the length of the exam. Students are reminded that the Academic Integrity Policy will be adhered to and is in force at all times during an exam. It is your responsibility to act appropriately during an exam whether or not a proctor is in the room. Please cooperate with the proctors in a courteous manner.

7. Students may bring only writing instruments and such books or materials as the course instructor has authorized into the examination room. Scratch paper will be provided in the examination room. Any student who brings or attempts to bring unauthorized materials into the examination room or who refers to unauthorized materials during the examination will be immediately excluded from the examination. Food cannot be brought into the examination room. Purses and backpacks may be brought into the examination room if kept on the floor, at the owner’s feet, during the examination. Bluebooks are not to be used for scratch or note-taking purposes.

8. Books authorized by the course instructor for use during an examination may be used only by one student. Students may not share authorized materials during an examination. No library materials may be consulted.

9. If it is necessary for you to leave the examination room during the examination, you may not take your examination booklets, the examination question or any other materials from the room. You must bring your bluebooks to the front of the room and must sign a sheet at the front desk indicating the time you leave and the time you return to the room. Once you have signed back into the room you may collect your exam and/or bluebooks and
return to your seat. No student taking an examination should go to his or her locker during
the examination period except in the case of an emergency. Any student taking an
examination should not be present on the third, fourth or fifth floors during the examination.

10. Students may use pencils or pens if writing their examinations. If the exam to be
administered will be using a scantron sheet, it is your responsibility to bring with you, #2
pencils so you can record your answers on the scantron sheet. The Registrar’s Office does
not supply pencils.

11. Students should draw a line across any page in the examination booklet that is not
to be submitted for grading. Do not tear a page out of the examination booklet.

12. Students must maintain silence in the examination rooms. Care should be taken
not to slam doors or make noise when leaving or entering the examination rooms.

13. A 15-minute warning will be given at the approach of the ending of the
examination. ONCE THE 15-MINUTE WARNING IS GIVEN, YOU CANNOT LEAVE
YOUR SEAT EVEN IF YOU FINISH YOUR EXAM. In addition to the 15-minute
warning, five-minute and one-minute warnings will also be given. When the “STOP
WRITING” or “STOP TYPING” command is given, no student shall continue to write or
type anything. Failure to stop upon final command will result in charges of exam procedure
violation.

14. If more than one examination booklet is used, students must, within the amount
of time allowed for the examination, fill in the front of each booklet and number the
booklets consecutively: Book I, II, etc.

15. If you complete the examination before the 15-minute warning is given, you will
place your exam number on the examination booklets or if you have typed your exam, save
and copy your work from your laptop to an approved medium and deliver them to the front
of the room. NO STUDENT WILL BE PERMITTED TO LEAVE HIS OR HER SEAT
AFTER THE 15-MINUTE WARNING IS GIVEN. THIS INCLUDES THOSE
STUDENTS WHO MIGHT COMPLETE THE EXAMINATION BEFORE THE
SCHEDULED ENDING TIME. Under no circumstances should any writing or typing
occur after the “End of Exam” command is given. Once the exam has ended, REMAIN
SEATED. The proctor will give end of exam instructions. Once your exam has been
collected, you may leave the room.

As exams may still be in progress in the other rooms, please leave the room quietly and
then leave the first floor area immediately.

16. Some or all examinations may be arranged so that two examinations are taking
place within the same room with sectioned seating. If you are taking an examination in a
room in which other students are taking a separate examination and your examination is
completed earlier than the other exam, the same procedures outlined in #15 above are in
effect, i.e., at the completion of that examination, having signed your book(s) with your
17. Students taking exams on laptops and students writing exams will be in the same exam room. You may want to consider bringing earplugs to minimize any source of noise during the exam. However, if you are writing your exam and there is no way you can take your exam in the same room as the rest of the class, you are required to come to the Registrar’s Office to make arrangements to take your exam in another room.

18. The Law School does not provide PCs. In order to take an exam on a laptop, you must have downloaded and installed the exam software from the Law School website and attended the mandatory training session. After the exam has ended and you have saved and uploaded or transferred your exam, your answer will be printed by the Registrar’s Office and given to the faculty member for grading.

19. **Students who are using a laptop and who have an open book exam are advised to print out any class notes or other allowable documents from your laptop before coming into the exam room. You will not have access to them once the exam begins.**

20. The permissibility of using laptop computers for final examinations is up to the individual instructor, subject to whatever limits or controls the school may impose on all students using computers to take examinations.

21. Although faculty members may be present within the examination room, students may not seek interpretations of questions from them. Faculty members will not interpret examination questions or otherwise speak with students during the examination. If you believe you have discovered a mistake or ambiguity in the question, resolve the mistake or ambiguity in what you consider to be a reasonable manner and proceed to write your answer on that basis. Every effort will be made to avoid any mistakes or ambiguities in examination questions.

22. These procedures have been approved by the Dean to ascertain a fair, efficient and appropriate examination process. Students taking examinations should avoid all conversation during the examination period and otherwise conduct themselves in such a manner so as to, again, insure not only substantive compliance with these procedures but the appearance of compliance as well.
TAKE-HOME EXAMINATIONS AND PAPERS

Registrar’s Office Service Window hours during the examination period will be 8:30 a.m. - 5:00 p.m.

Particulars relevant to each take-home examination will be listed on the take-home exam schedule posted on the Registrar’s page of the Law School website and on the bulletin board outside the Registrar’s Office Service Window.

When you pick-up a take-home examination, you will be given an examination number form to complete. You must retain one copy of that form for your records.

Completed take-home examinations MUST BE TURNED IN at the Registrar’s Office Service Window before they will be given to the faculty member for grading.

PLEASE DO NOT LEAVE A COMPLETED TAKE-HOME EXAMINATION WITH THE FACULTY MEMBER OR OTHER LAW SCHOOL STAFF MEMBER.

PROCEDURES FOR REVIEWING EXAMINATIONS

Faculty members will have varying procedures for the review of exams. Students should contact faculty members directly for information regarding the specific procedures.

SEMINAR PAPERS/LEGAL WRITING PAPER OPTIONS

Seminar papers, independent study papers and final papers written in lieu of the final exam must be received by the Law School Registrar by 12:00 noon on the last day of the examination period. Faculty members may impose an earlier deadline. Paragraph #8 of the “Administration of the Writing Requirement Program,” at page 26, provides for limited discretion in faculty members to extend deadlines in the Fall Semester only. Any paper submitted after the established or extended due date and time will receive a failing grade.
The **Student Code of Conduct** is an outline of the non-academic rights and responsibilities of students matriculating at any of the Campuses of the University of Pittsburgh. The Code is the product of the combined efforts of the administration, faculty, and students and is approved by the Board of Trustees. The Code defines offenses against students and reflects the University’s commitment to equity and procedural fairness. A student or University official may file a complaint of violation of the Conduct Code at the University Student Judicial System Office. The standard of evidence used in hearings is clear and convincing, but an effort is usually made to resolve grievances through informal settlements when possible.

The Student Code of Conduct may be accessed online at [www.pitt.edu/~osaweb/usjs/code.html](http://www.pitt.edu/~osaweb/usjs/code.html). Hard copies are available in the Office of Judicial Affairs, 738 William Pitt Union (WPU).

The **Office of the University Student Judicial System coordinates the Campus Judicial Board** and ensures due process and fair treatment in all disciplinary actions initiated against University of Pittsburgh students.

The Judicial Board is composed of 35 graduate and undergraduate students and is the body empowered with jurisdiction to adjudicate cases against students who breach the Student Code of Conduct. While legally the University may have broad discretion to institute internal disciplinary procedures against its students involved in incidents that occur off campus, the University has chosen to limit the use of its internal disciplinary mechanism to incidents that occur “...on University property, or in the course of a University-sponsored activity, or if such conduct results directly from membership in the University community.” University disciplinary procedures are described in the Student Code of Conduct.

In addition to managing complaints, Judicial Affairs (as this office is often called) also administers a mediation program designed to encourage conflict resolution through discussion and compromise. The purpose of this program is to help students develop the communication and problem solving skills necessary to resolve disputes before a conflict escalates into a violation of the Student Code of Conduct. This office also monitors the “Buckley Amendment” guidelines on student records and screens requests for contact of students.

For more information contact: Robert G. Houston, Director, at (412) 648-7910.
LEGAL WRITING CENTER

The Legal Writing Center provides assistance to second- and third-year law students with research papers and other writing projects. The writing consultant reads students’ work and makes suggestions for improving coherence and style as well as grammar. The phone number for the Center is (412) 624-9313.

HEALTH SERVICES

Student Health Service
Medical Arts Building, Suite 500
3708 Fifth Avenue, Pittsburgh, PA 15213
Appointments and Information [412-38]3-1800
For more information, you may visit the extensive Student Health Service website at www.studhlth.pitt.edu.

NOTARY PUBLIC

Notarizing can be done within the Law School by Caroline Deasy in Room 212, Mondays 12:00-1:00 p.m. Notaries are also available in the Book Center and G-59 in the Cathedral of Learning (University Related Only). A minimal fee will be charged.

BOOKS

University of Pittsburgh Book Center, 4000 Fifth Avenue: (412) 648-1452 (general information); (412) 648-1450 (textbooks)

Textbooks, Hornbooks, Study Guides and Supplies can be purchased at the University bookstore. Law books are found on the lower level. The book store’s regular hours are:

- Monday through Thursday 8:30 a.m. to 8:00 p.m.
- Friday and Saturday 9:30 a.m. to 5:00 p.m.

At the beginning of each term, the bookstore has extended hours on selected days. In summer months, from July 1 to late August, the hours are reduced.
UNIVERSITY STUDENT UNION

Pitt’s Student Union houses a T.V. lounge, ticket office, recreation center (video games, billiard and table tennis), a concourse area with cafeteria and vending machines, information desk, undergraduate offices and meeting rooms. The Union’s hours of operation are:

- Monday - Thursday: 7:00 a.m. to Midnight
- Friday: 7:00 a.m. to 1:00 a.m.
- Saturday: 8:00 a.m. to 1:00 a.m.
- Sunday: 9:00 a.m. to 11:00 p.m.

(Shorter hours after April 20th each year)

For further information, contact Reservation Services at (412) 648-7817.

FOOD SERVICES

Some law students have found it convenient to purchase a University meal plan. Towers Dining Hall is right across the street from the Law Building. You may want to purchase an individual meal or two first, to see if the fare suits your tastes. For further information, contact Food Services at (412) 648-2172.

SIDEBAR COFFEE BAR

University Food Services operates a Coffee Bar featuring Starbucks coffee on the Fourth Floor inside the Fawcett Student Commons.

Hours are Monday-Friday from 7:30 a.m.-2:30 p.m. Closed–Saturday and Sunday.

LOST AND FOUND

Articles lost or found in the Law School may be turned in to the Receptionist in Room 202 of the Law School. The University has “lost and found” stations at G58 of the Cathedral of Learning, Towers Main Desk and the ground floor lending desk of Hillman Library.
CAREER SERVICES OFFICE

The Career Services Office (CSO) provides year-round assistance to students and graduates. Office hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. The major functions of this office include: (1) helping students develop practical job search strategies through counseling, programming, and publications; (2) serving as a clearinghouse for information on summer, part-time and permanent work with law firms, government agencies, judges, public interest organizations, and other law-related employers; and (3) cultivating employer interest in our students and graduates. The Career Services Office also offers information and counseling regarding nontraditional careers utilizing the professional skills gained in law school. A variety of career-oriented activities support these functions.

THE JOB OPPORTUNITY BOARD (“J.O.B.”) & OTHER SOURCES

This office apprises students and graduates of specific job openings through its student online job posting boards (the J.O.B. for students, and the Alumni Job Posting site for graduates), and the CSO bulletin boards. The Career Services staff facilitates networking efforts by inviting practicing attorneys to campus and maintaining information on Pitt alumni. The staff encourages students to carry on an on-going outreach program that will build professional alliances. Contacts from career guidance and job leads come from a large number of sources including alumni, fellow classmates, faculty members, former employers, members of organizations to which students belong, and family friends. Not overlooking potential sources of help while creating an ever-widening circle of support is often the key to piercing the “hidden” job market, where job openings are not widely publicized and yet from which 80% of new hires are generated.

The CSO also maintains a web page. Students may access a host of job information by visiting the CSO website located at www.law.pitt.edu/career.

ON CAMPUS INTERVIEWS (“OCI”)

Some larger employers conduct on-campus interviews (“OCI”) in the fall with second- and third-year law students. First-, second- and third-year students can expect additional on-campus interviewing during the spring semester. The office also advises students of job postings and upcoming career programs through e-mail and through the office’s website located at www.law.pitt.edu/career. Out-of-town trips to Philadelphia and Washington, DC are held in the late summer/early fall, with an additional D.C. interviewing program held in January, so that students can interview with employers in these locales. Additionally, student resumes are collected and forwarded to interested employers who seek candidates from Pitt. Students who wish to take part in these types of activities must complete the
appropriate forms and meet set deadlines as outlined by the CSO. The CSO also publishes a weekly newsletter, Pitt Law Works, which is available on the CSO website and e-mailed to students. All first-year students are required to meet individually with Pam Day, Jennifer Poller, or Mary Thinium after November 1st to develop a job search strategy for their first summer.

OTHER SERVICES

The Career Services Office offers the following services: resume and cover letter preparation assistance, videotaped mock interview and critique sessions, individual counseling sessions, a resource library, informational workshops, and educational programs. You are encouraged to make use of all of these services to smooth the transition from school to the job market.

Pamela G. Day, Esq.  (412) 648-2359  pday@law.pitt.edu
Assistant Dean for Career Services

Mary K. Thinium, Esq.  (412) 648-1051  thinium@law.pitt.edu
Director of Career Planning and Public Interest Initiatives

Jennifer L. Poller, Esq.  (412) 648-1408  poller@law.pitt.edu
Director of Employer Relations

Danielle Schoch
Administrative Assistant  (412) 648-1411  schoch@law.pitt.edu
THE BARCO LAW LIBRARY

The Library facilities are primarily intended to serve the needs of the School of Law faculty and students. However, the Library is available for use by the general University community, as well as the community at large for legal research purposes.

GENERAL INFORMATION

HOURS OF OPERATION
The Library’s hours throughout the school year are as follows:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mon. - Thurs.</td>
<td>7:30 a.m. - 11:45 p.m.</td>
</tr>
<tr>
<td>Fri.</td>
<td>7:30 a.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Sat.</td>
<td>10:00 a.m. - 8:00 p.m.</td>
</tr>
<tr>
<td>Sun.</td>
<td>10:00 a.m. - 11:45 p.m.</td>
</tr>
</tbody>
</table>

These hours change during exam periods, holidays, and summer recess. All notices of changes to Library hours are posted on the Library and Law School Web pages (www.law.pitt.edu/library/index.php), in the eDocket, and on library bulletin boards, or call 648-1328 for current hours message.

FAWCETT STUDENT COMMONS AND SIDE BAR COFFEE BAR
The Fawcett Student Commons and Side Bar Coffee Bar are located on the 4th Floor of the Library. The Commons features a relaxing place to sit and mingle with fellow students and faculty, and has a small collection of newspapers, magazines and popular reading to help take your mind away from your studies. If you need to study, ports and power outlets for your laptop computer are also available. The Commons also has a CMC machine for adding money to your Campus Funds account. The Fawcett Student Commons is open all hours that the Library is open.

The Side Bar Coffee Bar sells Starbucks coffee and coffee beverages, tea and juice and has a selection of pastries, snacks, and light lunch items. Students can pay for Side Bar food and drinks with cash or your Campus Funds account. The Side Bar is open Monday through Friday from 7:30 a.m. to 2:30 p.m. while school is in session. The Side Bar is closed during exam periods and holidays.
LIBRARY COURTESY
The Barco Law Library is intended to be a place for quiet study and research. With a population of nearly 800 users, noise can be a significant problem. All students are expected to show courtesy and respect for their fellow students and other library patrons by respecting the quiet atmosphere of the library.

LIBRARY SERVICES

REFERENCE ASSISTANCE
Reference service is available during most hours the Library is open. The Reference Desk is adjacent to the Circulation Services Counter at the Patron Services Desk on the fourth floor. Students are available during late evening hours and weekends to assist with minor research needs.

CIRCULATION ASSISTANCE AND PROCEDURES
Borrowing privileges are granted to all current University of Pittsburgh students, staff, and faculty members. All students must present their validated University of Pittsburgh photo identification card when checking out books. Because of the automated circulation system, it is imperative that students bring their identification cards to the Library to use reserve materials or to circulate books. The system will not work without an I.D. card. Your validated I.D. card also allows you to borrow books from any other campus library.

Most of the Barco Law Library collection does not circulate, but is to be used in the Library. The only volumes that can be borrowed are treatises with the pocket stamped “circulating book.” Reporters, law reviews, reserve materials, and treatises marked “Library Use Only” are not allowed to leave the Library for any reason. Circulating books are due back four weeks from the date they are charged out, and may be renewed three times in person or over PittCat. There is no grace period and overdue fines are charged.

A collection of continuing reserve and course reserve materials are available from the Circulation Services Desk. Reserve materials may be checked-out for two hours at a time for use within the Library. A limited collection of video materials are also available and may be checked out for one day. When circulating material is returned the desk attendant can provide a return receipt.
INTERLIBRARY LOAN

Occasionally, the Library does not have the particular item a law student or faculty member needs. If need for the book is not urgent, then, perhaps interlibrary loan is the answer. The Interlibrary Loan Assistant is the person to approach with these requests; you will need to know the author, title, and publication date of the material you wish to request. A search will be made to find another library owning the requested material. The person who has asked for the item is expected to pay all postage, handling, and photocopy costs involved with the interlibrary loan. Forms for requesting Interlibrary Loan services are available at the Circulation Services Desk.

PHOTOCOPIERS

Photocopying facilities are located in Room 423. Four copiers are available, equipped with both Campus Funds units and coin boxes are. The cash price per copy is 15¢. The photocopiers will take coins or $1.00 bills in addition to Campus Funds. Campus Funds accounts may be reloaded from the CMC machine in the Fawcett Commons or at the I.D. Center in the Towers Lobby. Change machines are located on the ground floor in the vending machine area.

GROUP STUDY ROOMS

The Library has a small number of study rooms, which may be signed out by groups of two or more Pitt law students. These rooms may be used for two hours before they must be relinquished. A group can renew a room or sign out another room if openings exist, but each group is limited to no more than four consecutive hours per day of study room time. The large conference room, Room 441, can only be reserved by groups of five or more and must be reserved at least one day in advance. To receive a study room key, two members of the group must leave identification cards at the Circulation Desk. Upon return of the key, I.D.’s will be returned to their owners. If the owner is not present the library will make arrangement for the I.D.’s return. Individuals may not reserve group study rooms.
RESOURCES

LIBRARY COMPUTING RESOURCES

The Barco Law Library supports both desktop and laptop computing through a number of mechanisms. The Law Library supports wireless access to the PittNet network and the Internet on all three floors. Please see the Information Technology Services section of this Student Handbook for information on configuring your laptop to access the wireless network. All of the study carrels and tables on the fourth and fifth floor are configured with power outlets and lockdown points for your laptop computer (although not with data outlets, wireless access only.) A limited number of hard-wired access ports are also available in the Fawcett Student Commons and in selected third floor study carrels.

The Barco Law Library has a small number of Dell and Apple laptop computers available for checkout by law students. The laptops are configured to access the PittNet network and Internet resources through the wireless network and feature e-mail, word processing and Internet browser software, and can print to PittNet printers in campus computer labs. The laptops may be checked out for a two-hour period and are restricted to use only within the Library. They may not be taken to classrooms, clinics, the student lounge or any other location inside or outside of the building. Students must read and sign a financial responsibility agreement before they may check-out the laptop computers. Late return of laptop computers is subject to an overdue fine of $10.00 per hour or part of an hour.

The Library also provides eight (8) dedicated Pittsburgh Digital Library terminals for accessing PittCat and the electronic resources of the University of Pittsburgh Digital Library. These terminals, located in the Patron Services Center on the fourth floor, are to be used for legal research purposes only and are subject to a one-hour time limit. Students may also access their e-mail and Internet resources at four (4) kiosks located at the entrance to the Microform Room. Both the Digital Library terminals and the e-mail kiosks require your PittNet Account login and password for access.

LEXIS/WESTLAW

Computerized legal research is made available to Pitt law faculty and Pitt law students via LEXIS and WESTLAW. Access to LEXIS and WESTLAW is available in the Library in the Computer Classrooms through the companies’ respective websites (www.lexis.com and www.westlaw.com). A number of formal and informal training opportunities are made available each semester by representatives of LEXIS and WESTLAW. Schedules and information about classes is publicized in the eDocket. In addition, LEXIS and WESTLAW
student representatives are able to provide one-on-one assistance to students in the Computer Classrooms during scheduled office hours or by appointment.

First-year students will be issued a limited access individual password by both LEXIS and WESTLAW during orientation. This is your personal password for use at any Law School or University computer or your home computer. If you have any problems with your LEXIS or WESTLAW passwords, please see the student representatives during their scheduled office hours.

Passwords are not to be shared with any other person, even a fellow student. Access to LEXIS and WESTLAW is subject to restrictions imposed by the Law School’s contract with Lexis Publishing, Inc. and West Group. LEXIS and WESTLAW can only be used for educational purposes. Educational purposes are defined as directly related to any law school course, extracurricular activity such as law review or moot court, and employment by a member of the School of Law faculty as a research assistant. Not included are any paid or volunteer employment with a law firm, judge, non-law business (such as accounting, insurance or securities), and nonprofit or public interest employment. Penalties for unauthorized use can include suspension of LEXIS and WESTLAW privileges, possible liability for damages and University Judicial Board sanctions. If you have any questions about whether a proposed use constitutes an educational purpose, please contact one of the law librarians.

The Library also provides access to a number of other online research services, most are available through the Library’s website at www.law.pitt.edu/library. Training programs are periodically offered on use of these services. Schedules and information will be published in the eDocket. You may also contact any of the reference librarians for assistance.

UNIVERSITY OF PITTSBURGH DIGITAL LIBRARY

The University of Pittsburgh Digital Library is a cooperative effort to provide access to over 300 legal and interdisciplinary databases, plus several thousand electronic journals, e-books and archival resources through a single dedicated network. PittCat, the online catalog of the holdings of the Barco Law Library and all other University libraries, anchors the Digital Library. Other major databases include LegalTrac, an index to legal periodical holdings; Congressional Universe, a web-based index and collection of legislative documents; and a variety of full text legal treatises and journals. Contact the reference desk for more information.
MICROFORMS

The microform resources in our collection are located in the Microform Room on the fourth floor. Three microfilm and microfiche reader printers are available. A bibliography of the Library’s microform holdings is located at the Reference Desk and on the Library’s webpage at http://www.law.pitt.edu/library/tourwithphotos/using/fiche.html. The price per microfiche printout is 15¢ using your Campus Funds account or Panther Card, available from the CMC in the Fawcett Student Commons. Please note that not all the microform reader-printers take coins or cash.

LIBRARY RULES AND POLICIES

QUIET STUDY AND LIBRARY COURTESY

The Barco Law Library is intended to be a place for quiet study and research. With a population of nearly 800 users, noise can be a significant problem. All students are expected to show courtesy and respect for their fellow students and other library patrons by respecting the quiet atmosphere of the library.

The third and fifth floor study and stack areas are designated exclusively for quiet study and research. Conversations and the use of cell phones and/or pagers are not permitted on the library’s third and fifth floors, including in the Cyberbar and soft seating areas. Use of laptop computers is permitted, but all audio signals and tones must be muted, and the use of speakers is not allowed.

The fourth floor of the library is home to the Circulation Services Desk, the Reference Desk, the Sidebar Café and Fawcett Student Commons, computing facilities, and the main library entrances. As a result, staff cannot guarantee a tranquil study environment on this floor, but the area provides an excellent venue for small study groups and conferencing with library staff.

Cell phone use is only permitted within the Fawcett Student Commons. Cell phones and pagers should be turned off or set to a non-audible signal (e.g. vibrate) while within the Barco Law Library.

LIBRARY FINES

The overdue rate on circulating materials is 25¢ per day. Lost book charges include the full replacement cost of the book, plus a $15 service fee. Reserve material fines are 10¢ per hour. Late charges for the Dell laptops are $10.00 per hour or fraction of an hour. Excessive and/or unpaid library fines may result in suspension of library circulation privileges in all campus libraries.
LIBRARY THEFT POLICY

No one is permitted to remove library materials from the Barco Law Library, except as described in the previous section on Circulation Procedures. The unauthorized removal of materials from the Barco Law Library is a serious law school offense and a criminal violation of Pennsylvania law. The deliberate “hiding” of library material, so as to prevent its use by another, removal of looseleaf pages, and vandalism of books will be considered as offenses equal to theft of materials. Depending upon the circumstances surrounding the removal of material, it is possible that the incident will require investigation and formal sanctions.

LIBRARY RULES

The rules of the Library are strictly enforced. Your cooperation in abiding by them is appreciated.

1. Food is not permitted in the Library outside the Fawcett Student Commons. Repeat offenders may be brought before the University’s Judicial Board. Patrons are permitted to bring beverages into the library if they are contained in a non-spillable cup or bottle with a cap or sealable lid. Open cans, bottles, or cups are not permitted. Neither food nor beverages permitted in the computer labs at anytime.

2. The Emergency Stairwell exits on the third and fifth floors are intended for emergency use only and are NOT to be used for general entering or leaving the library. Any patron leaving the library through those doors will be subject to sanction. Patrons may enter and leave the library through the fourth floor entrance to stairwell one (opposite the elevators.)

3. No smoking is allowed in the Library.

4. The library will not page patrons, except in the case of a medical emergency.

5. Patrons are not permitted to use Library telephones. Public telephones are located on the first and ground floors behind the elevators.

6. All patrons are requested to reshelve their books. If you do not remember where a book belongs, please place it on the cart next to the Circulation Services Desk.

7. General research works (e.g., the American Digest, Shepard’s citations, etc.) should not be removed from the area where they are housed.

8. Students are not permitted to board the elevators on the 3rd and 5th floors.
9. The use of cellular phones is restricted to the Fawcett Student Commons on the 4th Floor. Cellular phones and pagers should be turned off or set to provide non-audible signals (e.g., set to vibrate) while in the Library.

All Library patrons are encouraged to review and abide by the Library’s Patron Conduct Policy, which follows.

BARCO LAW LIBRARY PATRON CONDUCT POLICY

The Barco Law Library of the University of Pittsburgh School of Law is a private facility owned and operated by the University of Pittsburgh for the benefit of the student body. The Library’s resources are available to the public for the purpose of conducting legal research and the legitimate use of legal and government depository resources. Any person who is not a University of Pittsburgh student, faculty or staff member, and who is not actively and appropriately using the Library’s resources for legal or government document research may be asked to leave.

It is the policy of the Library to provide a safe and secure environment that facilitates use of the library’s services and resources. When the behavior of any patron constitutes a disruption which interferes with the use of the library by other patrons or which interferes with a staff member’s completion of his/her duties, the following progressive steps will be taken:

1. The staff member will issue a verbal warning, with the statement that the patron(s) will be asked to leave if the behavior in question does not cease.
2. If the disruptive behavior continues after the verbal warning, the staff member will tell the patron(s) to leave the building. In the case of University of Pittsburgh School of Law students, the patron will be asked to leave the library and the behavior will be reported to the School of Law’s Associate Dean for Academic Affairs.
3. If there is difficulty in getting the person(s) to leave the library/building, the staff member will call the University Police.

Behaviors which will result in warnings and then evictions from the library/building, including the following:

1. Violation of library rules regarding proper use of materials and equipment, including reprogramming or altering library terminals, computers, software, or data.
2. Violations of the quiet study and library courtesy policy.
3. Inappropriate, foul, or vulgar language.
4. Talking or laughing in a repeated pattern of loud outbursts or otherwise engaging in conduct which creates loud noise or similar disturbance.

5. Running or throwing things in the library.

6. Use of pens, pencils, indelible markers, paints, lipstick, etc., on the library building, furniture or equipment.

7. No smoking is allowed in the library. Patrons are permitted to bring beverages into the library if they are contained in a non-spillable container. Open cans, bottles, or cups are not permitted, nor are any beverages permitted in the computer classrooms or at computer carrels. Food is only permitted in the Fawcett Student Commons.

8. Misuse of restrooms. “Misuse” is any use other than that which is considered to be a normal, ordinary, and customary use of a public restroom facility (for example, bathing is not a normal and customary public restroom facility use).

9. Patrons whose bodily odors are so offensive as to constitute a nuisance to other library patrons or employees shall be required to immediately leave the building, and shall not be allowed to return until such odors have been abated.

10. Patrons are required to wear proper clothing including shoes and shirt while in the library.

11. The use of cellular phones is restricted to the Fawcett Student Commons. Cellular phones and pagers should be turned off or set to provide non-audible signals (e.g., set to vibrate) while in the Library.

Any time a staff member feels that a patron’s behavior is threatening to the immediate safety of other patrons or staff members, the staff member will call the University Police immediately. Behaviors which will result in the immediate calling of the police include:

1. Hitting or striking another person.

2. Threats of violence to oneself or others.

3. Deliberate vandalism to library materials or property, or to the personal property of library patrons or staff.

4. Theft of library materials or property, or of the personal property of library patrons or staff.

5. Harassment or intimidation of library patrons or staff.

6. Possessing or consuming alcohol or illegal drugs, or being under the obvious influence of alcohol or illegal drugs.
7. The indecent exposure of private body parts, or the commission of any sexual acts or offenses.

8. Carrying weapons of any type, the primary and customary use of which is intended to be for the infliction of death or severe bodily injury upon any person. This is not intended to prohibit the use of ordinary items of everyday use such as scissors, fingernail clippers, key chain devices with blades of less than one inch, or any other similar device, unless the item is used or displayed in a manner which threatens death or severe bodily injury.

Any person receiving a warning for a violation of the above rules and regulations will be required to provide some form of proper identification, which may be copied and recorded along with documentation of the violation for future use by library staff, Director, or University Police in determining the need for expulsion or exclusion, or any other appropriate action.

OTHER UNIVERSITY LIBRARY FACILITIES

It may seem that all you do is study at the law school. But that need not be so! There are many other places to study as well. It’s usually a good idea to call ahead to confirm the hours of operation for each library.

Hillman Library [412-64]8-7715
Afro-American Library [412-64]8-7713
Allegheny Observatory Library [412] 321-2400
Buhl Library of Social Work [412-64]8-8716
Chemistry & Computer Science Library [412-62]4-8294
Darlington Memorial Library [412-62]4-4491
Economics Library [412-64]8-7379
Engineering Library [412-62]4-9620
Falk Health Sciences Library [412-64]8-8867
Fine Arts Library [412-64]8-2410
Langley Library [412-62]4-4490
Math Library [412-62]4-8205
Music Library [412-62]4-4130
Physics Library [412-62]4-8770
Western Psych. Library [412-62]4-2378
Carnegie Library of Pittsburgh [412] 622-3144
INFORMATION TECHNOLOGY SERVICES

OVERVIEW OF COMPUTING SERVICES

Support for personal and academic computing for students is provided by the University’s Computer Services and Systems Development (CSSD) and by the School of Law’s Information Technology staff. CSSD provides your PittNet account access, used for e-mail, personal web space, on-campus and dial-in Internet access, and access to CSSD Computer Labs and specialized software. The nearest CSSD computer labs are located in David Lawrence Hall, Posvar Hall and the Hillman Library. CSSD also provides a 24-hour help desk service at (412) 624-HELP [4357] for any problems associated with your PittNet account, Internet access or other computer problems. CSSD consultants are also available at the CSSD computer lab in David Lawrence Hall. The School of Law’s Information Technology staff operates and maintains the School’s two computer classrooms and associated software, network access ports in the classrooms and library, and the School of Law’s website.

PITT ACCOUNTS

PittNet accounts are provided by the University and are used for e-mail, to log into CSSD computer labs, and are also what you will use if you plan to dial into PittNet from home. Individuals who are currently registered for classes are automatically assigned PittNet accounts by CSSD. These accounts are not supported or maintained by the School of Law. If you have a problem with your PittNET account, you will need to contact the CSSD help desk at (412) 624-HELP [4357], or go to a CSSD computer lab. The two nearest labs are located in David Lawrence and Posvar Hall.

E-MAIL ADDRESS AND MAILING LISTS

Your University e-mail address consists of your PittNet login, followed by “@pitt.edu”. This address is included in the registrar’s records and is used for course and school-wide e-mail distribution lists. If you decide to use a different ISP account such as AOL, Hotmail, Yahoo, etc., you must forward your pitt.edu to that account as the University and the Law School will only recognize your student pitt.edu address.
LAW SCHOOL EXTRANET

The School of Law maintains an Extranet for the exclusive use of School of Law faculty, staff, and students. On the Extranet you will find a student directory, mailing lists, discussion lists, externship information, and online registration. The Extranet can be found at https://extranet.law.pitt.edu/.

COMPUTER LABS

The School of Law maintains two computer rooms located on the 4th floor. One lab contains 30 Intel based PCs, 1 instructors station with video projection capabilities, and one wireless lab with 1 printer, and LEXIS and WESTLAW printers. To use either computer in the lab you must provide your PittNet User ID and password, by default your password is the last 4 digits of your Social Security number, followed by the first letter of your last name, followed by the first 3 digits of your Social Security number.

Food and Drinks are not allowed in the Computer Labs. Labs open when the library opens and close half an hour before the library closes.

Laser printers are available in both Law School computer labs. Print-outs are $0.10 each using your Pitt I.D. Campus Funds account. Your PittNet account provides you with 900 pages of free printing each semester from the CSSD computer labs. You may print LEXIS and WESTLAW documents from the dedicated LEXIS and WESTLAW printer at no charge, although there are limits on the amount of printing that is allowed.

CLASSROOM AND LIBRARY PORTS

Students who own laptop computers may use the network ports provided in classrooms and the library to access the internet from their personal laptops. If you own a laptop computer, you will need the following equipment:

1. A network card–either built into your PC or as a PCMCIA card.
2. A network 10baseT cable (cat5).

The school does not provide these items. Instructions on how to configure your laptop to access the Internet from within the Law School can be found at http://www.law.pitt.edu/technology/dhcp.php.
WIRELESS NETWORK

The School of Law has a wireless network located on the 3rd, 4th, and 5th floors of the Library, as well as in the ground floor commons area. Instructions for setting your laptop to work with the wireless network are located at http://www.technology.pitt.edu/documentation.html.

SOFTWARE

Microsoft and other software for your laptop or desktop computer may be obtained through the University’s Software Licensing Services at no charge or at deeply discounted prices. Microsoft offers its Campus Software for Students package that includes Microsoft Office XP and Microsoft Windows at no charge. CSSD also offers a Student Toolkit which includes the Mulberry e-mail software, Netscape and Internet Explorer web browsers and other utility applications at no charge. Microsoft’s Campus Software for Students and the CSSD Student Toolkit can be obtained in the David Lawrence CSSD Computer Lab or the Posvar Hall CSSD Computer Lab. Information on other Software Licensing Services products can be found at http://technology.pitt.edu/software/index.html.

HELP SHEETS

Documentation on how to dial into Pitt, how to use your e-mail and several other topics can be found at http://www.technology.pitt.edu/documentation/index.html.

COMPUTING ETHICS & GUIDELINES

COMPUTER ACCESS AND USE

University-owned computing equipment and services may be used primarily only by:

- Faculty, staff, and students for recognized instructional, research, or administrative purposes within the University.
- Organizations whose use of such services is for a University-sponsored or recognized public service. For purposes of administering this policy, such classification will apply only if the organization has been designated as federally tax-exempt under the Federal Internal Revenue Code and the use of such services is approved by Computing Services and Systems Development.
Faculty and staff under professional consulting arrangements provided: (1) an application for services is approved by Computing Services and Systems Development and an external account is established, and (2) a formal contractual arrangement is entered into with Computing Services and Systems Development.

Use of computer services for any partisan political purpose or any unlawful purpose and use which infringes on the rights of others, including privacy, ownership, and equitable access to computing resources is prohibited. Computer software and other intellectual property protected by copyright may not be copied from, into, or by University computing facilities, except as permitted by law, or by contract with the copyright owner. Departments that purchase software protected by a copyright are responsible for the protection of that copyright.

Electronic communication facilities, such as e-mail facilities or World Wide Web servers may only be used for University-related activities. Fraudulent, harassing, or obscene messages may not be sent or stored. Willfully exceeding the limits of authorization, damaging, modifying, altering, destroying, copying, disclosing, or taking possession of a computer, computer system, computer network, or any other University computing facility or gaining unauthorized access to any software, program, documentation, data, or property contained in any computer, computer system or computer network will result in disciplinary action. See Policy 10-02-05.

RESPECT THE PRIVACY OF OTHER USERS

Do not intentionally seek information about, obtain copies of, or modify files, tapes or passwords belonging to other users unless explicitly authorized to do so by those users. If another user should gain access to your password, change it immediately. Your important files will never be safe if you allow another user to access your account. You should be aware that the Electronic Communications Privacy act places electronic mail in the same category as messages delivered by the U.S. Postal Service. This means that tampering with electronic mail, interfering with or intercepting the delivery of mail and the use of electronic mail for criminal purposes may be felony offenses.

DO NOT GIVE OUT YOUR PASSWORD OR SHARE YOUR ACCOUNT

Your University Computer Account is a privilege given to you which should not be shared. Violators of this policy can lose access to CSSD computing facilities and resources.
USE COMPUTING LABS FOR ONLY EDUCATIONAL AND COURSE-RELATED WORK

Users not abiding by this rule can be asked to vacate equipment and leave the lab.

USE E-MAIL FOR ONLY EDUCATIONAL AND INSTRUCTIONAL PURPOSES

Forwarding chain letters is a violation of CSSD policy, and in violation of most network policies. You should be aware that chain letters can quickly degrade network performance, and policies against them are needed to ensure that all users can complete their work effectively. In addition, University policy (and decency) prohibits users from sending threatening, obscene or harassing messages to other users.

BE CONSIDERATE WHEN POSTING MESSAGES OR CREATING SIGNATURE FILES

Remember that others will read these, so you should not be offensive or harassing.

EXERCISE COMMON SENSE AND DECENCY REGARDING SHARED RESOURCES

Users are expected to refrain from engaging in deliberately wasteful practices—for example, printing large amounts of unnecessary listings, performing endless unnecessary computations or unnecessarily holding public PCs or workstations or dial-up telephone lines for long periods of time when other users are waiting for these devices.

RESPECT APPROPRIATE LAWS AND COPYRIGHTS

It is the policy of the University to respect the copyright protections given to authors, owners, and publishers under Federal law including the Digital Millennium Copyright Act. It is against policy for any student, faculty or staff member to copy, reproduce, or distribute any software, music, games, or movies on University computing equipment except as expressly permitted by a software license or with the written consent of the copyright holder or as otherwise permitted under Federal law.
RESPECT THE SPIRIT OF ACADEMIA
The theft, mutilation or abuse of computing resources violates the nature and spirit of the academic environment. Keep in mind that theft and abuse of computing facilities is a disservice to other users and deteriorates the computing environment in general.

BE CONSIDERATE OF LAB CONSULTANTS’ TIME
The consultants in the labs are students; their job entails handling many different priorities at once: filing output, answering questions and fixing equipment. Our policy is that your output will be filed as soon as possible after it is printed (not “queued”). Please be patient.

BE RESPECTFUL OF LAB CONSULTANTS
The consultants in the labs can explain error messages, determine the cause of an error, suggest ways to avoid certain problems, provide information on software and hardware facilities and direct you to documentation. If you are a student; however, do not expect the consultant to do your homework or debug your computer program. Please refrain from monopolizing a consultant's time unnecessarily; his or her time is greatly in demand by other users as well.

RESPECT STUDENT COMPUTING RESOURCES
Computer accounts are allocated for course or educational work only. Use of University computer resources for commercial endeavors is prohibited.

CIS JUDICIAL PROCEDURE FOR ALLEGED INFORMATION TECHNOLOGY RESOURCE VIOLATIONS
The following options are available to CIS in responding to alleged violations of the Information Technology Resource Code of Conduct:

1. When a violation of the Code is observed and the alleged violator is identified, one or a combination of the following actions may be taken by the Associate Vice Chancellor of CIS or his/her appointed representative:
   a. CIS may collect evidence of the alleged violation, including copies of the files or any other information, for the ensuing investigation.
   b. A warning may be issued to the accused violator(s).
   c. Corrective action by the accused is requested.
d. If the alleged Code violation represents a continuing threat of damage or harassment to the community, an interim suspension of the accused’s access to information technology resources will be imposed.

2. In cases where an interim suspension has been imposed, the Associate Vice Chancellor of CIS or his/her designate, on behalf of the information technology resource community, may promptly file a complaint with the Judicial Board requesting an expedited hearing.

3. The Associate Vice Chancellor of CIS may file a complaint with the Office of the Coordinator of the University Student Judicial System.

4. In proceedings within the University Student Judicial System, all policies and procedures of that system apply.
EFFECTIVE AS OF APRIL 1997


(a) Bar examination. - The general requirements for permission to sit for the bar examination are:

   (1) Receipt of an undergraduate degree from an accredited college or university or the receipt of an education which, in the opinion of the Board, is the equivalent of an undergraduate college or university education.

   (2) Except as provided in subparagraph 2(ii) of this Rule, completion of the study of law at and receipt without exception of an earned Bachelor of Laws or Juris Doctor degree from an accredited law school. See Rule 205 (relating to admission of graduates of foreign institutions) for standards applicable to graduates of foreign law schools. . .

* * *

(b) Admission to the bar. - The general requirements for admission to the bar of this Commonwealth are:

(1) satisfactory completion of the bar examination administered by or under the authority of the Board; and

(2) absence of prior conduct by the applicant which in the opinion of the Board indicates character and general qualifications (other than scholastic) incompatible with the standards expected to be observed by members of the bar of this Commonwealth.

Source


Bar exam information is subject to change; please verify with bar examiner’s office.

Pennsylvania Board of Law Examiners
5070A Ritter Road
Suite 300
Mechanicsburg, PA 17055-4879
Telephone: 717/795-7270
Application information is available online at http://www.pabarexam.org.

**FILING DEADLINE**

The Pennsylvania Board has strict application deadlines, and completing the application is a time-consuming task. As a result, you should begin work on your application at least six (6) months prior to the bar examination date. While you may request that a hard copy of the application be sent to you, most students now complete and submit their applications online. The Board does have late-filing deadlines for the application; however, there are substantial late-filing penalties. Exceptions are not granted. Please note that deadlines change for each examination. It is strongly suggested that every applicant contact the Board office directly regarding deadline and application information as information changes for each exam.

**SUBJECTS TESTED**

*Multistate subjects* (200 multiple choice in the following subjects):
- Contracts; Torts; Real Property; Criminal Law; Constitutional Law; Evidence.

*Essay subjects* (six essays drawn from the following subjects):
- Business Organizations
- Civil Procedure (Federal & Pennsylvania)
- Conflict of Laws
- Constitutional Law
- Contracts
- Criminal Law
- Decedents’ Estates
- Employment Discrimination (Title VII, ADA & ADEA)
- Evidence (Federal & Pennsylvania)
- Family Law
- Federal Income Taxes (personal only)
- Professional Responsibility
- Real Property
- Torts
- U.C.C., Art. II - Sales

**PENNSYLVANIA PERFORMANCE TEST**

The Performance Test (PT) is designed to test an applicant’s ability to use fundamental lawyering skills in situations that are comparable to those encountered in the practice of law. The PT evaluates an applicant’s ability to complete certain tasks that a beginning attorney should be able to accomplish. Applicants will have 90 minutes to complete one PT question.
The PT is not a test of substantive knowledge. Rather, the PT requires applicants to (1) sort detailed factual materials and separate relevant from irrelevant facts; (2) analyze statutory, case and administrative materials for principles of law; (3) apply the law to the relevant facts in a manner likely to resolve a client’s problem; (4) identify and resolve ethical dilemmas, when present; (5) communicate effectively in writing; and (6) complete a lawyering task within time constraints. The skills necessary to complete the above referenced tasks include: problem solving, legal analysis and reasoning, factual analysis, communication, organization and management of a legal task and recognizing and resolving ethical dilemmas.

The materials given to each applicant for a PT question include a File and a Library (research material) that provide all of the substantive information necessary to answer the question. The File consists of source documents containing all of the facts of the case and a memorandum from a supervising attorney outlining instructions for the specific assignment to be completed by the applicant. The File might also include transcripts of interviews, depositions, hearings or trials, pleadings, correspondence, client documents, contracts, newspaper articles, medical records, police reports and lawyer’s notes.

The Library consists of cases, statutes, regulations and rules from which the legal principles necessary to analyze the problem and perform the assigned tasks can be extracted. The Library materials provide sufficient substantive information to complete the assigned task.

Some of the tasks an applicant might be required to complete in responding to a question on the PT include preparing or writing the following: a memorandum to a supervising attorney; a letter to a client; a persuasive memorandum or brief; a statement of facts; a contract provision; a will; a counseling plan; a proposal for settlement; an agreement; a discovery plan; a witness examination plan; or a closing argument.

Further information about the PT and reprints of questions from previous administrations of the PT may be obtained from www.pabarexam.org or from the National Conference of Bar Examiners website at www.nebex.org.

PENNSYLVANIA REQUIRES ALL EXAMINEES TO SIT FOR BOTH SESSIONS OF EACH DAY (essay and multistate) OF THE BAR EXAMINATION. M.B.E. SCORES FROM OTHER JURISDICTIONS ARE NOT ACCEPTED.

Currently, to pass the bar exam an applicant must attain a minimum scaled score of 272 on the combined scores of the MBE and the essay portion of the bar examination, including the PT, to successfully pass the bar examination. The six answers to the essay examination, and the PT (valued at 1.5 times an essay question) will be graded, totaled and scaled to the MBE. The combined essay and PT scaled scores will count as 55%, and the MBE scaled score will count as 45% of the total scaled score. The scaled scores of the PT, essay, and MBE will then be combined to determine whether a scaled score of 272 or higher
has been attained. MBE scores may not be transferred from another jurisdiction, nor can scores be “grandfathered” from a previous administration of the exam.

Additionally, all applicants must demonstrate a knowledge of the professional responsibility and ethical obligations of the legal profession, which is evidenced by successful completion of the MPRE. Applicants must receive a minimum scaled score of 75 on the MPRE to be recommended for admission to the bar in Pennsylvania. Applicants may take the MPRE at any point during law school or their legal career prior to taking the bar exam. Applicants also have approximately six (6) months after sitting for the bar exam to take the MPRE. Applicants who wait until after the bar exam to take the MPRE, and who are not successful on their first attempt, may retake the MPRE. However, if the Board of Law Examiners has not received official notification of a passing MPRE score within six (6) months from the date results are released for the bar exam the applicant sat for, the applicant will be required to submit a supplemental application pursuant to Pa. B.A.R. 231.

Applicants who are not successful on the MPRE within three (3) years of the date their successful bar exam results were released will have to reapply to sit for the bar exam and successfully retake the bar exam according to the requirements at that time. Applicants are encouraged to take the MPRE while in law school, shortly after they have taken a course on professional responsibility or ethics.

OTHER STATE BAR ADMISSION REQUIREMENTS

Students should be aware that requirements for admission to the bar vary among states. Students are responsible for ascertaining the requirements for admission to the bar in the state in which they intend to practice. Other states, in addition to Pennsylvania, require the PT as a component of their bar exams.

Students planning to sit for the bar exam of any other state must submit a transcript request at Room G-3 Thackeray Hall. Normal fees will be charged.

THE LAW SCHOOL’S DUTY TO DISCLOSE

Students should be aware that the Pennsylvania Board of Law Examiners requires the Law School to complete the following form concerning the character and fitness of each applicant:

To be completed by law school: (If the following cannot be signed, please attach a letter of explanation. Also, if you are uncertain as to whether a situation falls within the scope of any of the items listed below, assume that it does unless you contact the board office for clarification and speak with Mark Dows, Executive Director.)
I hereby certify that, during the course of this candidate’s enrollment at this law school, I am not aware of: any incident in which she/he has been found to have violated any law or statute; any incident in which she/he has been found guilty of violating any disciplinary/honor/ethics code; any incident in which she/he displayed dishonesty or breach of fiduciary trust; or any conduct or other indication that she/he suffers from chemical dependency. I also certify that I have answered with complete candor, regardless of whether the record for any of the aforementioned actions was expunged or sealed.

I further certify that, to the best of my knowledge and belief, the candidate is of good moral character and fitness and should be admitted to the Pennsylvania Bar upon satisfaction of all other requirements.

______________________________
Signature of dean/law school official

______________________________
Date

All other states require similar disclosures.
STUDENT ORGANIZATIONS

STUDENT BAR ASSOCIATION

All students at the law school are automatically members of the SBA. The SBA is governed by the Executive Council, which is composed of officers elected at large and representatives elected from each class. Two first-year representatives from each section will be elected within the first six weeks of school.

Through the SBA, social affairs are planned and financed, and academic and athletic programs are coordinated. The SBA oversees all student organizations and supervises their budgetary needs. The SBA also operates a network of faculty-student committees in order to improve all aspects of a legal education.

OBLIGATIONS AND RESPONSIBILITIES OF STUDENT MEMBERS OF LAW SCHOOL COMMITTEES

Every year students are selected by the Student Bar Association to sit on the following law school committees: Appointments (1); Budget & Planning (2); Clinical (2); Colloquium (2); Curriculum & Educational Policy (2); Hearing Board (2); International Law (2); Legal Writing (2); Library & Technology (2); Career Services (2), as well as ad hoc committees. These committees are an integral part of the law school governance system and issues concerning the entire law school population are decided in these forums. It is not only an opportunity to share in the governance of your school; it is a privilege which carries certain responsibilities and duties as outlined below:

A student member of a law school committee has full voting rights.

You are required to meet with the Faculty Chairperson of your committee to determine dates, times and places for the meetings.

Your chairperson may ask you to glean opinions and determine student interests regarding certain issues on the table.

You have a responsibility to attend all committee meetings scheduled. If two students are assigned to a committee, both should be in attendance barring illness etc.

You have a responsibility to hold in confidence matters raised in committee meetings that are specifically designated as “confidential.”

You have a responsibility to meet with and report to the SBA concerning non-confidential issues discussed in a committee. This will occur at the next scheduled SBA meeting after your committee has met. If there are two students on the committee both should report to the SBA.
The SBA will assist you with information gathering and/or dissemination to the student body.

You have a responsibility to ensure that your input is reflective of the interests of the entire student population as opposed to any personal agenda.

You should be aware that the faculty committees reserve the right to meet in executive sessions without students when sensitive issues are under consideration.

You are the voice for the student body and have an opportunity to work for positive change and development of the Law School.

The SBA depends on student involvement at all levels. For more information, stop by the offices on the ground level or contact any representative or officer, listed on the SBA bulletin board in the lounge.

AMERICAN CIVIL LIBERTIES UNION CLUB

The mission of the University of Pittsburgh A.C.L.U. Club is to promote awareness of civil rights and civil liberties issues which are prevalent in today’s society. The A.C.L.U. Club is affiliated with the local chapter of the A.C.L.U.

ASIAN LAW STUDENTS ASSOCIATION (ALSA)

ALSA seeks to articulate and promote the needs and goals of Asian American students in the University of Pittsburgh School of Law, to foster and encourage an attitude of professional excellence, and to provide personal, professional, and academic support for its members. ALSA also aids, supports, and assists in the recruitment of prospective Asian American students to study at Pitt Law School.

BLACK LAW STUDENTS ASSOCIATION (BLSA)

The purpose for which BLSA was formed is to articulate and promote the professional needs and goals of Black American Law Students: to foster and encourage professional competence; to focus upon the relationship of the Black attorney to the American legal structure; to instill in the Black attorney and law student a greater awareness of and commitment to the needs of the Black community; and to influence American law schools, legal fraternities and associations to use their expertise and prestige to bring about change within the legal system in order to make it responsible to the needs of the Black community.
The Association has been actively involved with the recruitment of Black students into the School of Law.

**CHRISTIAN LEGAL SOCIETY**

The Christian Legal Society is a group of law students who share a faith in the basic teachings of Christianity and a desire to practice law in the future in a manner which reflects this faith. Beyond the common factors of the law and Christianity, however, it is about as diverse a group as can be found peacefully assembled in one room. Its purposes as a group are many; it seeks to provide a forum for discussing problems that confront us now as law students and Christians; also it provides mutual support and encouragement that is so vital in coping with the rigors of daily law school pressures.

In past years the Society has met weekly for discussion and prayer. Its social program is rapidly expanding to include picnics, films, dinners, racquetball and other “good times.” It also offers special programs to the entire Law School community featuring distinguished speakers from various areas of the law. Previous speakers have dealt with such topics as “Racism and Justice” and “The Uneasy Boundary Between Church and State.”

**CRIMINAL LAW SOCIETY**

The Criminal Law Society explores issues in criminal law through round table discussions with prosecutors and defense attorneys. It also sponsors visits to the local jail, courts, and ride-alongs with the campus and local police. Its members also represent students charged before the University’s Judicial Board. CLS provides opportunities for social enjoyment through its basketball tournament and theme party.

**DELTA THETA PHI**

The purpose of this organization shall be perpetuate in every member of this Fraternity, the application of the highest standards of personal integrity, diligence, candor and trust, of individual responsibility, of respect of law, rights and property of others and the highest ethical and professional standards of conduct in the study, practice, and teaching of the law.
DEMOCRATS OF PITTSBURGH LAW

The Democrats of Pittsburgh Law was recently established in 1999 to provide a forum for law students who are members of the Democratic Party to discuss issues and take political action in relationship to the local and national Democratic Party.

ENVIRONMENTAL LAW COUNCIL

The Environmental Law Council’s central aim is to expose students to issues of environmental law and related concerns by providing opportunities to research relevant legal issues for local organizations working for protection of the urban and natural environment. In addition, the Council sponsors educational programs (speakers, debates, films, etc.) to examine key issues and provide background on career opportunities in environmental law.

Recent activities have included: 1) research on liability for nuclear waste contamination for plaintiff’s counsel in class-action suit; 2) assisted Sierra Club and local residents in fight to save city land for nature preserve; 3) research into the use of eminent domain law to stem the tide of rising unemployment. Speakers have included Ralph Nader; environmental lawyers from public sector, corporations, public interest groups and private firms; and local community activists.

Membership is free and open to all students with a participatory spirit. All members are encouraged to initiate projects of interest to them.

FEDERALIST SOCIETY

The Federalist Society is an organization of conservative and libertarian law students. The purpose of the Pitt Federalist Society is to stimulate thought and discussion about the application of conservative and libertarian principles to the law.

FEMINIST LAW FORUM

Dedicated to the open discussion of legal issues. Also, group provides support to students and student organizations and attempts to foster an open and understanding atmosphere within the law school.
HEALTH LAW SOCIETY

The Health Law Society promotes the study of health law, provides opportunities for Pitt law students to engage in meaningful projects and make contacts in the field of health law, and organizes regular forums to examine various issues of medical and legal importance.

INTELLECTUAL PROPERTY AND TECHNOLOGY LAW SOCIETY

The purpose of the Intellectual Property and Technology Law Society is to promote the study of law associated with the advance of science and technology, provide an opportunity to Pitt Law students to engage in the meaningful projects and contacts in the fields related to science and technology, and to provide regular forums for the purpose of examining various legal issues of importance to science and technology.

INTERNATIONAL LAW SOCIETY

The International Law Society is committed to the study of international legal dispute resolution and the issues involved. Each year the group schedules lectures and symposia in these areas. The University of Pittsburgh has a special interest in international law. As the third largest corporate headquarters in the country, Pittsburgh is the home for many companies that have substantial interest in international investment and trade. The Law School has already distinguished itself in the area of commercial law. Studies in the international field are a natural emphasis in this area of expertise. The University has many outstanding lecturers in the area of international relations and offers a dual-degree program in law and international affairs through the Graduate School of Public and International Affairs.

JEWISH LAW STUDENTS ASSOCIATION

The Jewish Law Students Association is affiliated with the National Jewish Law Students Association and provides networking opportunities with other law students and professionals locally and nationally. The JLSA is a catalyst and support network for
political, social, and professional activism, and a forum for promoting a Jewish identity within the legal community.

LABOR AND EMPLOYMENT LAW SOCIETY

This organization seeks to further educate students in the area of labor and employment law by sponsoring speakers and forums involving School of Law faculty and local attorneys and professionals who specialize in work-related issues.

LAW SCHOOL REPUBLICANS

We are a group of law school students dedicated to the principles that all power comes from the people, that all people are entitled to equal rights, and that the best decisions are made by those closest to home. We believe it is best to limit the oppressive grip of government in our everyday lives.

NATIONAL LAWYERS GUILD

The National Lawyers Guild is an organization of law students, lawyers, and legal workers dedicated to achieving progressive social change through law, “to the end that human rights shall be regarded as more sacred than property interests.” The organization seeks to increase awareness of progressive legal issues among all members of the law school community by providing speakers, films, seminars, and other educational programs. It also aims to provide interested students with opportunities to meet and work with attorneys, community groups, and other students in pursuit of common goals of economic and social justice for all people.

OUTLAW (FORMERLY, LESBIAN AND GAY RIGHTS ORGANIZATION)

Outlaw is a young but growing organization, whose primary purpose is to serve as a resource center on lesbian and gay legal and social issues around the country. The organization is also in contact with gay organizations from other law schools, and national organizations such as LAMBDA and the National Gay Task Force, and offers connections with lesbian and gay attorneys in the Pittsburgh area and those who are familiar with gay legal issues.
Another purpose of the organization is to provide a support network for lesbian and gay law students. To this end, it has held educational and social functions in conjunction with other University gay students and hopes to expand this program in the future.

In summation, Outlaw is open to all interested students and its purposes can vary, dependent on the interests of the participants.

PHI ALPHA DELTA

Phi Alpha Delta is an international professional law fraternity with 160 chapters chartered at accredited law schools throughout the United States, Puerto Rico, Canada and Mexico. Our aims include bringing law students together with practicing attorneys, thus providing students with practical information and legal skills, as well as providing valuable attorney contacts and job placement assistance. PAD, along with being a “social” experience, also allows the law student the opportunity to contribute to the community through a number of organized activities. Some activities of the Watson Chapter include used book sales, blood drives, dinners, Judge’s Day and an annual trip to Washington, D.C. Phi Alpha Delta can provide valuable contacts, services and fellowship not only during one’s days at the University of Pittsburgh School of Law but also throughout one’s legal career. For more information or to apply for membership, visit our website at www.pitt.edu/~sorc/pad.

PITT LAW WOMEN’S ASSOCIATION

The Pitt Law Women’s Association is a co-ed group dedicated to providing a non-partisan forum for women’s issues as they impact the law, and the resulting social ramifications for men and women.

The Women’s Law Association was originally created as a support group for the few women who were enrolled as students. As the percentage of women in the classes has increased, the goals and activities of the Women’s Law Association have expanded. Throughout the past year, the Women’s Association sponsored a number of speakers and programs on various topics of particular interest to women in the law. During the upcoming year, plans have been made to expand the programs to include not only speakers, but activities and services as well.
PITT LEGAL INCOME SHARING FOUNDATION (PLISF)

PLISF is a student organization that provides summer grants to students who work in public interest law positions. Each year, 7 to 10 students receive $1,500-$2,250 each, depending on how much PLISF has raised through fundraising events during the year.

PLISF is affiliated with the National Association of Public Interest Law, one of the major public interest clearinghouses in the nation. This affiliation helps students find both summer and full-time opportunities in public interest law.

REAL PROPERTY ASSOCIATION

The newly rejuvenated group plans to make a big impact in the Pitt Law community during this year. The group plans to provide those students with a strong interest in real estate and property matters with several activities including key speakers on various topics such as tenant/landlord relations and first-time home purchasing along with group trips to local development sites. All students that enjoy this area of law are welcomed to join.

SPORTS AND ENTERTAINMENT LAW SOCIETY

The Sports and Entertainemnt Law Society was recently formed in the Spring of 1999 to explore issues and opportunities in Sports Law and Entertainment Law. The group works to bring practitioners in these fields to the Law School as speakers and mentors. SELS coordinates Pitt Law’s participation in the Softball Tournament at the University of Virginia and sponsors the Golden Gavel Olympics, a series of competitions between Pitt Law School and another local law school downtown.

TAX LAW SOCIETY

The Tax Law Society was founded in the Fall of 2002 to help introduce Pitt law students to the close-knit world of finance and tax law professionals in Pittsburgh. The Society aims to educate its members as to the relationship between finance and law by providing opportunities to interact with established tax and finance attorneys and by fostering an understanding of both general tax law and the specializations within tax law. The main activity of the Society is to sponsor speaking events where tax professionals from the community speak to students about career opportunities in their particular specialty.
Any student, faculty or staff member, or alumnus of the Law School may be a member of the Tax Law Society.
# TELEPHONE DIRECTORY

## ADMINISTRATION

**Office of the Dean**

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<thead>
<tr>
<th>Office</th>
<th>Name</th>
<th>Phone</th>
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<tbody>
<tr>
<td>219</td>
<td>Mary Crossley, Dean</td>
<td>81401</td>
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<tr>
<td>216</td>
<td>Lu-in Wang, Assoc. Dean</td>
<td>81401</td>
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<tr>
<td>315</td>
<td>Kevin Deasy, Associate Dean of Students</td>
<td>85642</td>
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<tr>
<td>215</td>
<td>Suzanne Leroy (Admin. Asst.)</td>
<td>81401</td>
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<td>215</td>
<td>FAX</td>
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**Administration and Technology**

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<td>213</td>
<td>Susan McGregor, Asst. Dean</td>
<td>81373</td>
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**Information Technology Staff**

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<tr>
<td>425</td>
<td>Matt Kurpiewski (Director)</td>
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<tr>
<td>424</td>
<td>Luis Torrefranca (Webmaster and Media Coordinator)</td>
<td>81490</td>
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<tr>
<td>425A</td>
<td>Jason Walton (Help Desk &amp; Lab Manager)</td>
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**Receptionist**

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<tr>
<td>202</td>
<td>Ashley Cramer</td>
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**Budget and Finance**

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<td>212</td>
<td>Caroline Deasy, Director</td>
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**Operations Administrator**

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<tr>
<td>211</td>
<td>Kimberly Carson</td>
<td>81418</td>
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**Development and Alumni**

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<tr>
<td>226B</td>
<td>Jui Joshi, Director</td>
<td>40083</td>
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<tr>
<td>536</td>
<td>Leslie Heilman</td>
<td>81909</td>
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<tr>
<td>206</td>
<td>Matt Moon, Assoc. Dir.</td>
<td>81320</td>
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<tr>
<td>226B</td>
<td>Lila Steffy, Adm. Assistant</td>
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**Admissions and Financial Aid**

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<tr>
<td>204</td>
<td>Charmaine McCall, Asst. Dean</td>
<td>81414</td>
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<tr>
<td>204</td>
<td>Linda Coccaro, Adm. Asst.</td>
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<tr>
<td>204</td>
<td>Meme Jeffries, Fin. Aid</td>
<td>81415</td>
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<tr>
<td>214</td>
<td>Alexandra Linsenmeyer, Dir. of Admissions</td>
<td>81805</td>
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<td>204</td>
<td>FAX</td>
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## Career Services

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<tr>
<td>236</td>
<td>Pamela Day, Asst. Dean</td>
<td>82359</td>
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<tr>
<td>200</td>
<td>Jennifer Poller, Dir. of Employer Relations</td>
<td>81408</td>
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<tr>
<td>235</td>
<td>Danielle Schoch, Coordinator</td>
<td>81411</td>
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<tr>
<td>200A</td>
<td>Mary Thinium, Dir. of Career Serv. &amp; Pub. Int. Initiatives</td>
<td>81051</td>
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<tr>
<td>235</td>
<td>FAX</td>
<td>44843</td>
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**Registrar**

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<tr>
<td>208</td>
<td>Beth Liberatore, Registrar</td>
<td>81409</td>
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<tr>
<td>208</td>
<td>Diana (Missy) Deasy, Assistant</td>
<td>81407</td>
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<td>208</td>
<td>FAX</td>
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## BARCO LAW LIBRARY

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<th>Office</th>
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<tbody>
<tr>
<td>404</td>
<td>George H. Pike, Director</td>
<td>81322</td>
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<tr>
<td>429J</td>
<td>Michele Kristakis, Res. and Educational Serv. Librarian</td>
<td>81365</td>
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<tr>
<td>408</td>
<td>Susanna Leers, Electronic Res. &amp; Technology Serv. Librarian</td>
<td>81329</td>
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<tr>
<td>416</td>
<td>Patricia Roncevich, Acq./ Serials Librarian</td>
<td>81321</td>
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<tr>
<td>429K</td>
<td>Marc Silverman, Assoc. Dir. for Public Services</td>
<td>81376</td>
</tr>
<tr>
<td>415</td>
<td>Sallie Smith, Cataloging/ Systems Librarian</td>
<td>81326</td>
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<tr>
<td>406</td>
<td>Linda Tashbook, Foreign, Int’l &amp; Comparative Law Librarian</td>
<td>81303</td>
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<tr>
<td>418</td>
<td>Valerie Weis, Faculty Serv. Librarian</td>
<td>81327</td>
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<tr>
<td>403</td>
<td>David Cubie</td>
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<td>403</td>
<td>Michael Fleckenstein</td>
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<tr>
<td>407</td>
<td>Kate Frey</td>
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<td>405</td>
<td>Helen Jarosz</td>
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<td>403</td>
<td>Katie Nye</td>
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<td>413</td>
<td>Sylvia Sanderlin</td>
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<td>Karen Shephard</td>
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<td>Nathan Traurig</td>
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<td>413</td>
<td>Jon Wichmann</td>
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<tr>
<td>413</td>
<td>Hong Yu</td>
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### Telephone Directory

**Library Services**
- Circulation Desk 81323
- General Information 81330
- Library Hours 81328
- Reference Desk 81325
- Research Assistants 81475
- Reserve Desk 81323
- Library FAX Number 81352

**INSTRUCTION**
- 525 Kevin Ashley 81495/47496
- 322 Elena Baylis 42829
- 531 Derrick Bell 85424
- 532 Janet Bell 81386
- 509 Deborah Brake 82655
- 319 Ronald Brand 81307
- 512 Douglas Branson 43437
- 429E Benjamin Bratman 37671
- 302 Teresa Brostoff 82364
- 527 William Brown 82071
- 5217 Thomas Buchele (Sen. SQ) 82363
- 521 John Burkoff 81301
- 528 Pat Chew 81387
- 219 Mary Crossley 81401
- 502 Vivian Curran 81393
- 315 Kevin Deasy 85642
- 311 Richard Delgado 81434
- 429F Marvin Fein 89815
- 429D James Flannery 49004
- 513 Harry Flechtner 81395
- 5211 Daniel Friedson (Sen. SQ) 81396
- 514 Lawrence Frolik 81363
- 5203 Harry Gruener (Sen. SQ) 81378
- 511 Robert Harper 85416
- 530 Arthur Hellman 81340
- 5219 David Herring (Sen. SQ) 42415
- 307 Bernard Hibbitts 82360
- 305 Anthony Infanti 81244
- 529 Sandra Jordan 81988
- 505 Jules Lobel 81375
- 507 William Luneburg 81380
- 303 Michael Madison 87855
- 503 Margaret Mahoney 81433
- 5201 Martha Mannix (Sen. SQ) 81390
- 523 Francis B. McCarthy 81364
- 520 Alan Meisel 81384
- 429A Joseph Mistick 81753
- 308 Jane Moriarty 41055
- 510 Janice Mueller 85300
- 524 Mark Nordenberg (Chancellor) 89505
- 323 Peter Oh 81101
- 404 George Pike 81322
- 522 Thomas Ross 81312
- 429C Anne Schiff 81275
- 328B Ann Sinsheimer 81281
- 5213 Stella Smetanka (Sen. SQ) 85476
- 328A Jean Stefancic 81429
- 309 George Taylor 88134
- 216 Lu-in Wang 81401
- 321 Rhonda Wasserman 81338

**Clinics–Sennott Square Building (Sen. SQ)**
- 5217 Thomas Buchele (Env. Law Cl.) 82363
- 5211 Daniel Friedson (Comm. Cl.) 81396
- 5203 Harry Gruener (Fam. Law Cl.) 81378
- 5215 Nadine Hamlett (Env./CED/Family) 82656
- 5205 Jane LeHew (Elder/Health/Tax) 81082
- 5201 Martha Mannix (Elder/Tax Law Cl.) 81390
- 5220 Irene McLaughlin (Clinics) 81300
- 5213 Stella Smetanka (Health Law Cl.) 85476
- General Clinic Number 81300
- Civil Practice Clinic FAX 81947
- Env. Law Clinic FAX 81992

**Center for International Legal Education**
- 319 Ronald Brand, Director 81307
- 318 Gina Clark, Program Admin. 87023
- 312 Mark Walter, Asst. Director 36754

**Center for Bioethics & Health Law**
- 520 Alan Meisel, Director 81384
- 519 Beth Ann Pischke, Administrative Coordinator

**Faculty Secretaries**
- 514B Patricia Blake (FAX: 82649) 81333
- 314 Third Floor Secretary 41655 (FAX: 82648)
- 514C Jaime Horensky (FAX: 82649) 81311
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<tr>
<td>117 LuAnn Driscoll, Director</td>
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<td>116 Phyllis Gentille</td>
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<td>116 Karen Knochel</td>
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<td>116 Darleen Mocello</td>
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<td>116 Barbara Salopek</td>
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<td>538 Patricia Harrington Wysor</td>
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<td>411 Computer Lab</td>
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<td>226 Conference Room</td>
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<td>TeleFACT (Univ. Programs)</td>
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<td>G42 BLSA</td>
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<td>Health Law Society</td>
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<td>313 JURIST (Jeannie Shawl, Exec. Dir.)</td>
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<td>534 Law Review</td>
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<td>G06 Pitt Law Women’s Assn.</td>
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<td>537 TA Office</td>
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PLEASE REPORT ANY REVISIONS TO
SUE LEROY–DEANS’ OFFICE–x81401
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