

# Widener University Delaware Law School



## Graduate Compliance Programs

### 2017-2018 Student Handbook/Academic Code



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**Widener University Delaware Law School  
4601 Concord Pike  
Wilmington, DE 19803  
302-477-2704**

# Widener University

## Delaware Law School

Dear Students:

Congratulations! You are about to embark on an exciting and stimulating educational experience. Thank you for choosing Delaware Law School to expand your education and skills with a concentrated focus on compliance and the legal regulations and analysis applicable thereto. We are excited to work with you on this journey as you seek to either enhance your career or venture into a new one.

The Student Handbook for the Graduate Compliance Programs provides a guide to the policies and procedures applicable to the master of jurisprudence (MJ) degree in health law, corporate and business law, higher education compliance, graduate-level certificates, and the MJ/MBA dual degree. Students in the MJ/MBA program are referred to both this handbook and the MBA Student Handbook, which is located within the School of Business Administration at Widener University. All students should also refer to the Widener University Student Handbook, when applicable.

This handbook is accessible in the Student Resource Center on TWEN and on the Delaware Law School website at [delawarelaw.widener.edu](http://delawarelaw.widener.edu). The policies provided herein are subject to change. If any changes occur, you will be notified via the placement of the most recent handbook in the Student Resource Center.

As a student of Delaware Law School you are responsible for familiarizing yourself with the contents of the handbook. Please review the handbook carefully and feel free to contact the Graduate, International, Compliance, and Legal Studies office with any questions.

On behalf of Delaware Law School, we welcome you and hope your academic experience will be enjoyable and rewarding and we encourage you to immerse yourself in the online classroom in a productive manner that will help foster professional relationships with your classmates and faculty members.

Kindest regards,

Eileen A. Grena-Piretti, JD, BSN  
Assistant Dean and Executive Director  
Graduate, International, Compliance,  
and Legal Studies Programs

Pamela J. Kroh, Esquire  
Director  
Graduate Programs

Widener University  
Reservation of Rights Statement

It is the policy of Widener University not to discriminate on the basis of sex, age, race, national origin or ethnicity, religion, disability, status as a veteran of the Vietnam era or other covered veteran, sexual orientation, gender identity, or marital status in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs or activities. This policy is enforced under various federal and state laws, including Title VII of the Civil Rights Act of 1964 as amended by the Civil Rights Act of 1991, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination in Employment Act and the Americans with Disabilities Act. Further, in compliance with state and federal laws, Widener University will provide the following information upon request to the Vice President for University Advancement, Widener University, One University Place, Chester, PA 19013, (610) 499-4123: (a) copies of documents pertinent to the University's accreditations, approvals, or licensing by external agencies or governmental bodies; (b) reports on crime statistics and information on safety policies and procedures; and (c) information regarding gender equity relative to intercollegiate athletic programs. Comments or requests for information regarding services and resources for disabled students should be directed to: Director of Disability Services, Widener University, One University Place, Chester, PA 19013, (610) 499-1270, or Office of Student Affairs, Delaware Campus of Widener University, Wilmington, DE 19803, (302) 477-2142.

This publication contains information, policies, procedures, regulations, and requirements that were correct at the time of publication. In keeping with the educational mission of the university, the information, policies, procedures, regulations, and requirements contained herein are continually being reviewed, changed, and updated. Consequently, this document cannot be considered binding and must be used solely as an informational guide. Students are responsible for keeping informed of official policies and meeting all relevant requirements.

The University reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the University any student at any time, if it is deemed by the University to be in the best interest of the University, the University community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University.

### **Photo Notification**

Throughout the academic year, Widener University Delaware Law School officials shoot both still and video photos of events, sports, and life on campus for the school website, the alumni magazine, various newsletters, press releases, brochures, ad, and other print and online publications. As members of the Delaware Law community, students attend events where photos are being taken, and they may find their photos on the web or in print publications.

### **Mission**

Delaware Law School offers students a vibrant and dynamic environment from which to enter the legal profession. We encourage students to be lifelong learners who are actively engaged in the development of the law. Delaware Law gives students a strong foundation in the fundamental theories and principles of law, and then provides opportunities for students to concentrate in specialty areas and to hone their legal and writing skills through individualized, hands-on experience in the classroom, in clinics, in externships, and through public service. Delaware Law fosters and encourages creative and innovative faculty scholarship that contributes to the improvement of the law. We promote service to the legal community and the public by our faculty, students, and staff for the betterment of the communities we serve.

### **Vision**

Delaware Law School is invested in the success of those we serve. We are unified in our commitment to provide excellent and personalized guidance and service to all students, alumni, and the greater legal community. We achieve this commitment through collective expertise, integrity, and professionalism.

## **TITLE IX NOTICE**

Title IX of the Education Amendments of 1972 ("Title IX") prohibits discrimination based on sex and gender in educational programs and activities which receive federal financial assistance. Such programs include recruitment, admissions, financial aid and scholarships, athletics, course offerings and access, hiring and retention, and benefits and leave. Title IX also protects students and employees from unlawful sexual harassment (including sexual violence) in University programs and activities. In compliance with Title IX, the University prohibits discrimination and harassment based on sex in employment as well as in all programs and activities.

The University's Title IX Coordinator monitors compliance with Title IX and its accompanying regulations. Individuals with questions or concerns about Title IX and/or those who wish to file a complaint of noncompliance may contact the University's Title IX Coordinator or Deputy Title IX Coordinators as follows:

The University's Title IX Coordinator is Grace Karmiol, Assistant Director, Employee Relations, One University Place, Chester, PA 19013, Tel. 610-499-1301, Email: [gckarmiol@widener.edu](mailto:gckarmiol@widener.edu). The University has also appointed several Deputy Title IX Coordinators. Students on the Chester, Pennsylvania campus and Continuing Studies students with Title IX issues are encouraged to contact Catherine Bermudez, Assistant Dean for Residence Life, Deputy Title IX Coordinator for Students on the Chester, Pennsylvania campus and Continuing Studies Students, One University Place, Chester, PA 19013, Tel: 610-499-4392, Email: [cabermudez@widener.edu](mailto:cabermudez@widener.edu) or Larissa Gillespie, Senior Women's Athletic Administrator and Assistant Director of Athletics, Deputy Title IX Coordinator for Athletics, One University Place, Chester, PA 19013, Tel: (610)-499-4434, Email: [lagillespie@widener.edu](mailto:lagillespie@widener.edu). Students at Delaware Law School with Title IX issues are encouraged to contact Susan Goldberg, Associate Dean for Student Services, Deputy Title IX Coordinator for the Delaware Law School, 4601 Concord Pike, Wilmington, DE 19803, Tel: (302)-477-2173, Email: [slgoldberg@widener.edu](mailto:slgoldberg@widener.edu). The United States Department of Education's Office for Civil Rights (OCR) is the division of the federal government charged with enforcing compliance with Title IX. Information regarding OCR can be found at: [www.ed.gov/about/offices/list/ocr/index.html](http://www.ed.gov/about/offices/list/ocr/index.html).

Questions about Title IX may be directed to OCR as well as to the University's Title IX Coordinator or Deputy Coordinators. The university reserves the right and authority at any time to alter any or all of the statements contained herein, to modify the requirements for admission and graduation, to change or discontinue programs of study, to amend any regulation or policy affecting the student body, to increase tuition and fees, to deny admission, to revoke an offer of admission, and to dismiss from the university any student at any time, if it is deemed by the university to be in the best interest of the university, the university community, or the student to do so. The provisions of this publication are subject to change without notice, and nothing in this publication may be considered as setting forth terms of a contract between a student or a prospective student and Widener University and Delaware Law School.

# Graduate Compliance Programs - Student Handbook/Academic Code 2017-2018

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## I. GENERAL INFORMATION

### A. **Definitions.** The following definitions apply to this Academic Code:

1. **Academic Year.** The academic year begins July 1 and runs through June 30. Each academic year begins with the summer term which is followed by the fall and spring semesters.
2. **Dean.** The Dean of the Law School.
3. **Vice Dean.** The Vice Dean for the Law School.
4. **Dean of Students.** The Dean of Students for the Law School.
5. **Assistant Dean.** The Assistant Dean & Director of the Graduate, International, Compliance, and Legal Studies (GICLS).
6. **Graduate Student.** A student enrolled in one of the Law School's Master of Jurisprudence, graduate level certificate, or MJ/MBA programs.
7. **Law School.** Widener University Delaware Law School, Wilmington, Delaware.
8. **Registrar.** The office of the Assistant Dean and Registrar at the Delaware Campus.
9. **Code.** The Academic Code of Widener University Delaware Law School.

### B. **Effective Date.** The provisions of the Academic Code as amended are effective for all students matriculating on or after January 1, 2013, unless otherwise provided.

### C. **Acknowledgment.** Receipt of this Handbook through the Student Orientation constitutes acknowledgment of the code contained herein and agreement to follow the code contained herein.

### D. **Binding Effect.** All students and faculty are bound by the Graduate, International, Compliance, and Legal Studies (GICLS) Student Handbook/Academic Code. Delaware Law School reserves the right to modify the requirements for admission and graduation, to change the program of study, and to amend any regulation affecting the student body if it is deemed in the best interest of the School of Law or the students to do so. Consequently, the Graduate, International, Compliance, and Legal Studies (GICLS) Office reserves the right to change these regulations to further the best interest of the Delaware Law School.

### E. **Change in Handbook/Code.** A change in the Student Handbook/Academic Code is effective on the day when the change is posted and deposited in the locations stated in subsection (V)(E)(1).

## II. ACADEMICS

### A. **Registration Practice and Procedure**

1. **Registration.** Students are automatically registered in their first semester. For each subsequent semester, it is the responsibility of each student to successfully register for his or her courses and scheduled times for registration must be adhered to in all cases.



2. **Limited Enrollment Courses.** An instructor may limit enrollment in an elective course, seminar, or a special course by receiving permission from the Graduate, International, Compliance, and Legal Studies (GICLS) Office.
3. **Priority for Registration of Courses.** All students are subject to rules on sequencing of courses for their particular program.
4. **Add/Drop Period and Withdrawal from Courses**
  - a. **General Rule.** All graduate students must receive approval from the Graduate, International, Compliance, and Legal Studies (GICLS) Office to add or drop courses at any time, including during the designated Add/Drop period. Such approval will generally be granted when the student's proposed addition or deletion will not interfere with his or her educational objectives or timely graduation. The last day to drop a class is the last day of classes. If a student does not take the final exam, they will receive an F for the class, even if their grade going into the final exam period is passing.
  - b. **Special Rule for Externship Programs.** A student may drop an externship program during or after Add/Drop only with permission of the Assistant Dean. Permission to drop an externship program will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control, such as illness requiring a reduced course load.
  - c. **Report of W for Dropped Course.** The Registrar shall record a "W" for any course dropped by a student after the Add/Drop period as designated by the school.
  - d. **Forfeiture of Tuition for Withdrawal From Class After Add/Drop.** Tuition for any class from which a student withdraws after Add/Drop shall be forfeited in full, including courses from which the student has been involuntarily withdrawn. A student who adds a course as a replacement for the course from which the student withdraws shall be responsible for payment of tuition for the course added.
  - e. **TWEN account.** Students are prohibited from removing any course from their TWEN account under any circumstances, even if they drop a course or after successful completion of a course.
5. **Other Academic Programs**

- a. **General Rule.** A student shall not enroll in another academic program or a joint degree program without first obtaining the written approval of the Assistant Dean.

**B. Academic Credits & Course Load**

**1. Academic Credits**

- a. **General Rule.** Participation in activities leading to non-classroom and clinical credit requires satisfaction of all applicable prerequisites and Assistant Dean approval.
- b. **Directed Research Credit.** Students in the Graduate, International, Compliance, and Legal Studies (GICLS) must receive approval from the Assistant Dean and the supervising faculty member to receive credit for directed research, and MJ students will generally be limited to a total of two directed research credits. The Assistant Dean may grant a request for additional directed research credit upon approval of a supervising faculty member and a showing of good cause.

- 2. **Clinical Credit.** Graduate e students are not permitted to participate in law school clinical programs.

**3. Course Load**

- a. **MJ and Graduate-Level Certificates.** Students are considered full-time when registered for 6 or more credits in the fall and spring semesters and 2 or more credits in the summer term. Students registered for 3 or more credits but less than 6 credits are considered at least half-time in the fall and spring semesters.
- b. **MJ in Corporate and Business Law/Master in Business Administration (MJ/MBA) dual degree.** Students are considered full-time when registered for 6 or more credits in the fall and spring semesters and 2 or more credits in the summer term. Students registered for 3 or more credits but less than 6 credits are considered at least half-time in the fall and spring semesters. Students wishing to attend the MJ/MBA program full time (12 credits per semester) must have advising prior to entering the program as not all of the MJ courses are offered each semester.

**C. Examination and Grading**

**1. Grading System**

- a. **Grades Issued After August 20, 1989.** The grade structure for all registered course work after the summer term, 1989, is as follows:

A = 4.000	C+ = 2.300	F = 0.000
A- = 3.700	C = 2.000	W = Withdrawal
B+ = 3.300	C- = 1.700	AU = Audit Only
B = 3.000	D+ = 1.300	I = Incomplete
B- = 2.700	D = 1.000	P = Pass

GRADE	LETTER GRADE
92-100	A
91-92	A-
89-90	B+
83-88	B
81-82	B-
79-80	C+
73-78	C
71-72	C-
69-70	D+
60-68	D
0-59	F

- b. Pass/Fail Courses.** In certain courses, a grade of "P" (Pass) is assigned if the student satisfactorily completes the course. A "P" does not have a grade point or other equivalent. A grade of "F" (Fail) in a pass/fail course is treated as the letter grade of "F."

- 2. Late Policy.** Each week student assignments must be submitted/completed by 11:59 p.m. ET each Sunday. No late work will be accepted. There are absolutely no exceptions to this, other than a serious exigent circumstance (personal injury; serious illness, injury or death of a member of the student's immediate family; and any other similar event beyond the student's control which prevents the student from completing the course work. Documentation may be required and must be provided in a timely manner.). Students who have incurred an exigent circumstance as defined in this section, may request an extension from the Graduate, International, Compliance, and Legal Studies (GICLS) office. If the Graduate, International, Compliance, and Legal Studies (GICLS) office approves a student's request for an extension, student will be given a reasonable amount of time at the professor's discretion to complete the work. If the assignment is not submitted by the extended deadline, it will not be accepted and student will receive a 0 for the assignment.

### **3. Grade Point Average**

- a. **Computation of Grade Point Average.** The grade point average of a student is determined by multiplying the numeric equivalent of each letter grade received in each course by the number of credit hours assigned to each course. The product is divided by the number of attempted credits to arrive at the student's grade point average for the semester.
- b. **Attempted Credits.** For purposes of this section, "attempted credits" means the total number of credit hours for which a student is enrolled for a semester. Credit hours attributable to courses graded on a pass/fail basis shall be included in the total number of attempted credits only if the student fails to receive a passing grade in the course.

#### 4. **Grade Changes**

- a. **General Rule.** Any grade for a course, seminar or special course submitted by an instructor is final when received by the Registrar and may not be changed by the instructor.
- b. **Exception.** A grade given by an instructor in a course, seminar or special course may be changed by the instructor if the original grade was recorded as "Incomplete."
  - 1) **Incomplete Request.** In certain circumstances that grade of "I" or "incomplete" may be granted to students experiencing extenuating circumstances. Students should initiate such a request with the Graduate and Compliance Programs office ten days prior to the start of the final exam period.
  - 2) **Request Conditions.** A request for an incomplete will only be granted to students making sufficient academic progress and experiencing extenuating circumstances. Sufficient academic progress is defined as having approximately 75% of coursework completed prior to the end of the term and maintaining the required minimum grade for passing the course.
  - 3) **Approval of Request.** If a request for an incomplete is approved, a grade of "I" will be entered on the student's transcript.
  - 4) **Deadline.** Course work must be completed within four weeks from the date an incomplete request is approved. Upon conclusion of the extended deadline, the instructor will submit the adjusted letter grade to the Registrar for inclusion in the affected student's transcript. If a student

fails to make up the work by the deadline, the “I” will automatically convert to an “F.”

- c. **Student Application for Change of Grade.** A student may apply for a change of grade on the grounds that the grade was awarded contrary to the provisions of the Academic Code, or was the proximate result of discrimination on account of race, religion, national origin, sex, sexual preference, or disability initiated by the faculty member responsible for issuing the grade. The burden of proof is on the student to prove the allegations. Any petition for change of grade under this subsection shall be considered by the Assistant Dean.
- d. **Faculty Application for Change of Grade.** An instructor may apply to the Assistant Dean for a change of grade upon a showing of good cause. For purposes of this subsection, "good cause" is limited to a clerical error in recording a grade or other similar situation.

5. **Repetition of Courses**

- a. **General Rule.** A student who earns academic credit for successful completion of a course may not register for that course again.
- b. **Repetition of Required Course.** A student must earn a C or above in each required course. A student who receives a C- or below will be required to retake and pass the course(s) in order to graduate. A student will only be permitted to repeat a required course one time. Passing required courses is not a prerequisite to progression to the next semester, however, if a student fails a course which is a prerequisite for an advanced course, the student must successfully complete the prerequisite course before taking the advanced course.
- c. **Repetition of Elective Courses.** A student who receives an F in an elective course will be required to retake the course, or an alternate elective course, successfully. A student will only be permitted to take a second elective course one time. Passing elective courses is not a prerequisite to progression to the next semester.
- d. **Effect on Student Transcript.** A failing grade received by a student shall remain on the student's transcript notwithstanding the subsequent successful completion of the course by the student.
- e. **Appeal in Exceptional Cases.** In exceptional cases, a student who receives a second failing grade after repeating a course may

petition the Assistant Dean for relief. Upon a showing of extraordinary circumstances beyond the student's control, the Assistant Dean may permit the student to repeat the course a third time.

**6. Departure from Examination Schedule**

- a. General Rule.** No student has the right to defer an examination. A student who fails to complete an examination when scheduled will receive a failing grade on the examination unless the examination is properly deferred pursuant to this section.
- b. When Deferral is Permitted.** A student is permitted to defer an examination only for good cause. Examples of good cause include serious personal injury or illness; serious illness, injury or death of a member of the student's immediate family; and any other similar event beyond the student's control which prevents the student from sitting for the examination when scheduled. Because students are given materials showing the due date of final examinations, an examination will not be deferred because a student is enrolled in two courses having examinations on the same day.
- c. Procedure for Deferral of Examination.** Students seeking to defer an examination must submit a Dean's Action Request Form and provide documentation supporting the request to the Assistant Dean. Permission to defer an examination must be obtained prior to the scheduled examination day, unless the cause for deferral occurs on the examination day, and is due to circumstances beyond the student's control. The affected student shall notify the Assistant Dean of such cause for deferral as soon as possible. If the Assistant Dean grants permission to defer an examination, the Registrar shall notify the instructor whose examination will be deferred. The affected faculty member may prepare a new examination to be given at the make-up time for the student whose examination has been deferred.
- d. Timing of Deferred Examinations.** Deferred examinations must be taken 1) on the scheduled examination make-up date for that semester 2) at a time approved by the Assistant Dean or Dean of Students or 3) at the next time a regularly scheduled examination is given for that course. Students who fail to sit for a make-up examination within the time period prescribed by the previous sentence shall receive a failing grade in the course in question.

**D. Attendance**

**1. Attendance Standards**

- a. **General Rule.** In a 3-credit course, 3 absences are permitted; in a 2-credit course, 2 absences are permitted.
- b. **MJ/MBA.** Students in the MJ/MBA program are permitted 2 absences for all courses in the MJ/MBA curriculum.
- c. **Attendance.** Attendance is measured differently in an online course. Attendance in an online course is participation. Students must establish attendance in the online course by posting an introduction in the course by the date mandated by the University. Thereafter, attendance is measured by a student's participation in the course.
- d. **Absences.** An absence constitutes any week in which all required submissions for that week are not completed. Simply logging into class is not attendance. If, after logging into the course a student has not participated in any manner, including, but not limited to, the discussion forum, projects, and/or quizzes and exams in any given week, the student will be marked absent for that week. If no participation continues after the allowed number of absences, the student will be withdrawn from the course.
- e. **Penalty for Violation of Attendance Rule.** Any student who misses more than the permitted number of absences for any course will be withdrawn from the course and will not be permitted to take the final examination or submit additional work. The Graduate, International, Compliance, and Legal Studies (GICLS) shall notify the Registrar in writing, and the Registrar shall enter an "involuntary withdrawal" (IW) on the student's transcript. The student will be responsible to pay for the course(s). If the student is a financial aid recipient, the student must contact the Financial Aid Office. The student may retake the course(s), or substituted course(s), as deemed appropriate by the student's academic advisor, during the next scheduled offering. A student who is involuntarily withdrawn the subsequent semester from the same course(s), or substituted course(s), will receive a failing grade for the course(s) and will not be permitted to repeat the course again and will be subject to academic dismissal from the program.
- e. **Appeal in Exceptional Cases.** In exceptional cases, a student who receives a failing grade due to excessive absences may petition the Assistant Dean for relief. Upon a showing of extraordinary circumstances beyond the student's control, the Assistant Dean may remove the involuntary withdrawal (IW) and grant a withdrawal (W) in the course.



2. **Leave of Absence**

- a. **Withdrawal Presumed.** A student who fails to apply for leave of absence, and who fails to attend regularly scheduled classes for a period of more than the number of absences, is presumed to have withdrawn from the Law School. A student who has withdrawn from the law school is eligible to return to the Law School pursuant to the regulations stated herein.
- b. **Leave of Absence.** A student who must drop all classes for good cause, such as death or illness of a family member, job change, active duty assignment in the armed forces or other good cause, may apply for leave of absence for personal reasons for a period of up to one year. A leave of absence will be granted freely, subject to the limitations for medical leave of absence set out in Section (D)(3) herein.
- c. **Ineligible to Take Course While on Leave.** A student may not register for any course work while on leave of absence, but may make up any deferred final examinations and complete any incomplete seminar papers, course papers or directed research papers outstanding on the date the leave of absence was granted.
- d. **Term.** Leave of absence will normally be granted for a period of one academic semester. If a student on leave of absence wishes to extend the leave of absence for an additional semester, the student must submit a written request for extension together with evidence to support the need for the extension.
- e. **Tuition.** If a student takes a leave of absence from the degree program, the tuition charges will be prorated starting from the date that the Bursar's Office receives instructions from the Graduate, International, Compliance, and Legal Studies (GICLS) Office.

3. **Medical Leave of Absence.**

- a. **General Rule.** Any student may apply for medical leave of absence from the Law School for good cause. "Good cause" includes treatment by a residential treatment center, a physician, a psychologist or a drug counselor for substance abuse. An application should be submitted on a Dean's Action Request form, together with a letter from a physician, psychologist or drug counselor, stating that medical leave of absence is in the best interest of the student's physical or psychological well-being.
- b. **Term.** Medical leave of absence will normally be granted for a period of one academic semester. If a student on medical leave of absence wishes to extend the leave of



absence for an additional semester, the student must submit a written request for extension, together with a physician's, psychologist's or drug counselor's letter stating that an extension would be in the best interest of the student.

- c. **Effect on Period Within Which Degree Must Be Obtained .** Medical leave of absence does not toll the requirement for completion of legal studies set out in Sections (III)(A)(2)(g), (III)(A)(3)(g), and (III)(A)(4)(g) of the Academic Code.
- d. **Not Available to Students Charged With Crimes.** A student who has been charged with a crime involving the possession of a controlled or uncontrolled substance with intent to distribute or sell, or a student charged with trafficking will not be allowed to take medical leave of absence due to substance abuse, unless charges are dismissed.

**4. Withdrawal from Law School.**

- a. **Withdrawal.** To withdraw from the Law School, a student must notify the Graduate, International, Compliance, and Legal Studies (GICLS) Office and submit a Dean's Action Request form indicating the last date of class attendance. A student who has withdrawn from the Law School Graduate, International, Compliance, and Legal Studies (GICLS) may be eligible to return to the Law School under the discretion of the Assistant Dean.
- b. **Tuition.** When a student withdraws from the Graduate Program after the Add/Drop period, tuition will be prorated starting from the date the Bursar's Office receives instructions from the Graduate, International, Compliance, and Legal Studies (GICLS) Office.
- c. **Withdrawal Presumed.** A student who fails to apply for leave of absence under this section, and who fails to attend regularly scheduled classes for a period of more than the number of absences permitted in the Academic Code is presumed to have withdrawn from the Law School.

**E. Academic Standing, Academic Probation, Dismissal, and Reinstatement**

**1. Academic Standing.**

- a. **MJ and Graduate-level Certificates.** A cumulative grade point average of at least 2.000 is required for students to have good academic standing. A student will not be permitted to graduate if the cumulative grade point average is below 2.000. After completion of each semester, candidates must have a cumulative GPA of at least a 2.000 in order to continue in the program.



- b. **Dismissal Following Spring Semester.** If a student is dismissed following the release of grades for the Spring semester, the student shall be dropped from all courses for the following academic year and shall receive a refund of any tuition paid with respect to the next academic year.

5. **Petition for Reinstatement**

- a. **General Rule.** Any student dismissed for poor scholarship may petition the Assistant Dean's Office for reinstatement.
- b. **Filing Petition for Reinstatement.** A petition for reinstatement must be filed during the fifteen day period beginning with the day on which notice of dismissal is dated. The petition shall be delivered to the Graduate, International, Compliance, and Legal Studies (GICLS) Office.
- c. **Form and Style of Petition.** The petition shall comply with the following guidelines:
  - (1) **Specification of Reason for Academic Failure.** The student must allege and prove that the student possesses the requisite ability to perform satisfactorily in law school and that the student's current grade point average does not indicate a lack of capacity to satisfactorily complete studies at the Law School.
  - (2) **Extraordinary Circumstances Caused Failure.** The student must also allege and prove that academic failure was the result of extraordinary circumstances beyond the student's control, and thereby rebut the presumption raised by the student's record that the student's poor scholarship was due to lack of ability or failure to apply oneself diligently to the study of law.
  - (3) **Medical or Psychological Causes.** If extenuating circumstances raised by the student are related to a physical or psychological incapacity suffered during the course of a semester or before or during an examination, convincing medical proof of the existence of the condition must accompany the petition for reinstatement.

6. **Consideration of Petition for Reinstatement**

- a. **Review of Petition by the Appeals Committee.** In connection with the review of a petition for reinstatement, the Assistant Dean, at his or her sole discretion, may choose to meet with the petitioning student to consider evidence offered by the student in support of the petition. Evidence offered by the student will be presented to the Appeals Committee. The Appeals Committee will

make the final decision on the grant or denial of the petition. The petition for reinstatement will be granted only upon a satisfactory showing that academic failure was the result of extraordinary nonrecurring circumstances beyond the student's control.

**7. Readmission after Dismissal**

- a. General Rule.** Any student dismissed for poor scholarship who was not reinstated immediately following dismissal shall not be readmitted to Widener University Delaware Law School unless the Assistant Dean has determined that the requirements have been satisfied.
- b. Application for Readmission.** A former student may apply for readmission to the Law School at any time after the end of the two year period beginning on the date notice of dismissal. Application for readmission must be submitted to the Graduate, International, Compliance, and Legal Studies (GICLS) Office of the Law School by the deadline established for admissions applications established by the Graduate, International, Compliance, and Legal Studies (GICLS) Office for the year in question.
- c. Cause for Readmission.** An applicant for readmission must establish in the application for readmission that the nature of the applicant's work, activities or studies during the period following dismissal indicates a stronger potential for law study than that which existed upon dismissal.

**8. Modification of Rules Governing Academic Code**

- a.** All rules governing academic performance and student conduct may be modified or amended under the authority of the Assistant Dean or where appropriate, under the authority of the faculty. Modifications or amendments to rules governing academic performance and student conduct shall be applicable to students currently enrolled when the Assistant Dean, or, where appropriate, the faculty determine that such modifications are necessary and appropriate and do not cause undue hardship to students currently enrolled.
- b.** The Assistant Dean may set additional or different conditions for students who have been reinstated after an academic dismissal.

**III. GRADUATION**

**A. Graduate Requirements.**

- a. Petition to Graduate.** Every student must apply for graduation by filing a petition to graduate not later than November 1<sup>st</sup> for December graduates, or February 1st for May graduates. When a petition to graduate is received, the Registrar will audit the student's

academic records for compliance with the graduation requirements set forth herein. If the student has satisfied these requirements, the student's name will be submitted to the Graduate, International, Compliance, and Legal Studies (GICLS) Office for approval.

- b. Commencement Prior to Completion of Classes.** Students who have a 2.0 grade point average, have petitioned to graduate, and have less than 9 credits to complete in their program and who are registered for those 9 credits in the summer semester of the year in which they intend to graduate, may process in the May commencement ceremony. Students who are taking their final 9 credits in the fall semester, may process in the following year's May commencement ceremony.

## **2. Master of Jurisprudence (MJ) in Health Law or Corporate and Business Law**

In order to receive the MJ degree in either Health Law or Corporate and Business Law from the Law School, a student must satisfy the following requirements:

- a. Academic Credits.** A student must earn 29 academic credits. All courses must be graded A through F; graduate students may not take courses on a pass/fail basis, unless the Assistant Dean approves a course that is offered only on that basis. Credits obtained in the MJ program are not transferable to the JD program.
- b. Required Courses.** All students must complete the required courses for their curriculum track. The curriculum is subject to change based on student enrollment rates.
- c. Transfer Credits.** At the Assistant Dean's discretion, a candidate for the MJ Law degree may transfer credits for courses taken at an institution if the courses were completed with a grade of C or better; and the work was completed no earlier than three years prior to the date of matriculation for the graduate degree at Widener University Delaware Law School. The Assistant Dean's decision to grant or deny transfer credit is not appealable. No more than six hours of transfer credits can count toward the MJ degree. Transfer grades will not be counted in computing the student's cumulative grade point average.
- d. Grade Point Average Requirements.** The MJ degree is awarded only if the student has a cumulative grade point average of 2.0 or greater.
- e. Passing Required Courses.** A student must earn a C or above in each required course. A student who receives a C- or below will be

required to retake and pass the course(s) in order to graduate. A student will only be permitted to repeat a required course one time. Passing required courses is not a prerequisite to progression to the next semester, however, if a student fails a course which is a prerequisite for an advanced course, the student must successfully complete the prerequisite course before taking the advanced course.

- f. **Elective Courses.** A student who receives an F in an elective course will be required to either retake the course or take another elective course and pass the course in order to graduate. A student will only be permitted to repeat an elective course one time.
- g. **Completion of Degree Requirements.** All degree requirements must be completed within five years from the date of matriculation to qualify for the MJ.
- h. **Character and Fitness.** Students have a continuing duty to update the information they provided in response to the character and fitness section of the Graduate application to reflect any changes since matriculation.

3. **Master of Jurisprudence (MJ) in Corporate and Business Law and Master of Business Administration (MBA) Dual degree**

In order to receive the MJ degree in Corporate and Business Law from the Law School and the MBA from the School of Business a student must satisfy the following requirements:

- a. **Academic Credits.** A student must earn 24 academic credits from the MJ curriculum and 24 academic credits from the MBA curriculum. All courses must be graded A through F; graduate students may not take courses on a pass/fail basis, unless the Assistant Dean approves a course that is offered only on that basis. Credits obtained in the MJ program are not transferable to the JD program.
- b. **Required Courses.** All students must complete the required courses for their curriculum track. The curriculum is subject to change based on student enrollment rates.
- c. **Transfer Credits.** At the Assistant Dean's discretion, a candidate for the MJ/MBA degree may transfer credits for courses taken at an institution if the courses were completed with a grade of B or better; and the work was completed no earlier than three years prior to the date of matriculation for the graduate degree at Widener University Delaware Law School. The Assistant Dean's decision to grant or deny transfer credit is not appealable. No more

than nine (9) hours of transfer credits can count toward the MJ/MBA degree. Transfer grades will not be counted in computing the student's cumulative grade point average.

- d. **Transfer Credits from Attempted MJ/MBA.** If a candidate already enrolled in the MJ/MBA program is dismissed from the MBA portion of the degree, at the Assistant Dean's discretion, a candidate for the MJ degree may transfer credits for courses taken in the MBA portion of the program if the courses were completed with a grade of C or better; and the work was completed no earlier than three years prior to the date of matriculation for the MJ degree. The Assistant Dean's decision to grant or deny transfer credits is not appealable. No more than five (5) hours of transfer credits can count toward the MJ degree. Transfer grades will not be counted in computing the student's cumulative grade point average.
- e. **Grade Point Average Requirements.** The MJ/MBA degree is awarded only if the student has a cumulative grade point average of 3.0 or greater.
- f. **Passing Required Courses.** A student must earn a C or above in each required course. A student who receives a C- or below will be required to retake and pass the course(s) in order to graduate. A student will only be permitted to repeat a required course one time. Passing required courses is not a prerequisite to progression to the next semester, however, if a student fails a course which is a prerequisite for an advanced course, the student must successfully complete the prerequisite course before taking the advanced course. A student is not permitted to repeat a course for which they have received a passing grade.
- g. **Elective Courses.** A student who receives an F in an elective course will be required to either retake the course or take another elective course and pass the course in order to graduate. A student will only be permitted to repeat an elective course one time.
- h. **Completion of Degree Requirements.** All degree requirements must be completed within five years from the date of matriculation to qualify for the dual degree.
- i. **Character and Fitness.** Students have a continuing duty to update the information they provided in response to the character and fitness section of the Graduate application to reflect any changes since matriculation.



4. **Master of Jurisprudence (MJ) in Higher Ed Compliance**

In order to receive the MJ degree in Higher Ed Compliance from the Law School a student must satisfy the following requirements:

- a. **Academic Credits.** A student must earn 29 academic credits. All courses must be graded A through F; graduate students may not take courses on a pass/fail basis, unless the Assistant Dean approves a course that is offered only on that basis. Credits obtained in the MJ program are not transferable to the JD program.
- b. **Required Courses.** All students must complete the required courses for their curriculum track. The curriculum is subject to change based on student enrollment rates.
- c. **Transfer Credits.** At the Assistant Dean's discretion, a candidate for the MJ in Higher Ed degree may transfer credits for courses taken at an institution if the courses were completed with a grade of B or better; and the work was completed no earlier than three years prior to the date of matriculation for the graduate degree at Widener University Delaware Law School. The Assistant Dean's decision to grant or deny transfer credit is not appealable. No more than nine (6) hours of transfer credits can count toward the MJ in Higher Ed degree. Transfer grades will not be counted in computing the student's cumulative grade point average.
- d. **Grade Point Average Requirements.** The MJ in Higher Ed degree is awarded only if the student has a cumulative grade point average of 3.0 or greater.
- e. **Passing Required Courses.** A student must earn a C or above in each required course. A student who receives a C- or below will be required to retake and pass the course(s) in order to graduate. A student will only be permitted to repeat a required course one time. Passing required courses is not a prerequisite to progression to the next semester, however, if a student fails a course which is a prerequisite for an advanced course, the student must successfully complete the prerequisite course before taking the advanced course. A student is not permitted to repeat a course for which they have received a passing grade.
- f. **Elective Courses.** A student who receives an F in an elective course will be required to either retake the course or take another elective course and pass the course in order to graduate. A student will only be permitted to repeat an elective course one time.



- g. **Completion of Degree Requirements.** All degree requirements must be completed within five years from the date of matriculation to qualify for the dual degree.
- h. **Character and Fitness.** Students have a continuing duty to update the information they provided in response to the character and fitness section of the Graduate application to reflect any changes since matriculation.

## 5. **Graduate Level Certificate Programs**

In order to receive the Graduate-Level Certificate from the Law School, a student must satisfy the following requirements:

- a. **Academic Credits.** A student must earn 15 academic credits. All courses must be graded A through F; graduate students may not take courses on a pass/fail basis, unless the Assistant Dean approves a course that is offered only on that basis.
- b. **Required Courses.** All students must complete the required courses for their curriculum track. The curriculum is subject to change based on student enrollment rates.
- c. **Transfer Credits.** At the Assistant Dean's discretion, a candidate for the Graduate-Level Certificate may transfer credits for courses taken at another institution if the courses were completed with a grade of C or better; and the work was completed no earlier than three years prior to the date of matriculation for the graduate degree at Widener University Delaware Law School. The Assistant Dean's decision to grant or deny transfer credit is not appealable. No more than three (3) hours of transfer credits can count toward the Certificate. Transfer grades will not be counted in computing the student's cumulative grade point average. After successfully obtaining the Graduate Level Certificate, a student may transfer all fifteen (15) credits into the Master of Jurisprudence degree. Student must submit a new application for admittance.
- d. **Grade Point Average Requirements.** The Certificate is awarded only if the student has a cumulative grade point average of 2.0 or greater. After completion of each semester, Certificate candidates must
- e. **Passing Required Courses.** A student must earn a C or above in each required course. A student who receives a C- or below will be required to retake and pass the course(s) in order to graduate. Passing required courses is not a prerequisite to progression to the next semester, however, if a student fails a course which is a prerequisite for an advanced course, the student must successfully

complete the prerequisite course before taking the advanced course.

- f. **Elective Courses.** A student who receives an F in an elective course will be required to either retake the course or take another elective course and pass the course in order to graduate. A student will only be permitted to repeat an elective course one time.
- g. **Completion of Degree Requirements.** All degree requirements must be completed within three years from the date of matriculation to qualify for the Graduate Level Certificate.
- h. **Character and Fitness.** Students have a continuing duty to update the information they provided in response to the character and fitness section of the Graduate application to reflect any changes since matriculation.

#### IV. COMPLIANCE CERTIFICATION BOARD

- A. **General Information.** The MJ and graduate-level certificate programs have been accredited by the Compliance Certification Board (CCB). The Compliance Certification Board independently offers exams for certification as a compliance professional.
- B. **Student Exam Eligibility.** As part of the accreditation of our programs by the CCB, students who successfully complete our accredited programs with a minimum grade point average of 3.0 may be eligible to sit for a CCB certification exam. Successful completion of our accredited programs waives the otherwise-required 1500 work hours in a compliance-related work environment.
- C. **Time.** A student who successfully completed the MJ or graduate-level certificate program may sit for a CCB exam within one year of completion of the MJ or certificate program. After one year, a student may still sit for a CCB exam, but may be required to earn additional continuing education units (CEUs).
- D. **CCB Exam Contact Information.** For more information regarding the CCB certification exams, please visit [www.compliancecertification.org](http://www.compliancecertification.org) or contact Ashlee Griffin, Certification Chief, at [ashlee.griffin@compliancecertification.org](mailto:ashlee.griffin@compliancecertification.org) or 952-405-7910.

#### V. GRADUATE, INTERNATIONAL, COMPLIANCE, AND LEGAL STUDIES (GICLS) STUDENT CODE OF CONDUCT

- A. **General Matters**
  - 1. **Introduction and Definitions.**

The Graduate, International, Compliance, and Legal Studies (GICLS) Student Code of Conduct applies to students in the Law School's Master of Jurisprudence (MJ) , Graduate Certificate Programs, and doctoral (DL)

programs. It is identical in all substantive respects to the Student Code of Conduct for the Law School's JD students; the difference is that the function of the Dean of Students for JD students is served by the Assistant Dean of Graduate, International, Compliance, and Legal Studies (GICLS). The following definitions apply to this Student Code of Conduct:

- a. **Code.** The Graduate Student Code of Conduct of Widener University Delaware Law School.
  - b. **Committee.** An ad hoc or Standing Committee, appointed by the Assistant Dean.
  - c. **Dean.** The Dean of Widener University Delaware Law School or, in the absence of the Dean, the Vice Dean of Widener University Delaware Law School.
  - d. **Dean of Students.** The Dean of Students for the Harrisburg Campus and the Dean of Students for the Delaware Campus.
  - e. **Assistant Dean.** The Law School's Assistant Dean of Graduate & Compliance Programs.
  - f. **Investigation Report.** The report prepared by the Assistant Dean.
  - g. **Law School.** Widener University Delaware Law School.
  - h. **Registrar.** The Registrar of the Law School or a person designated by the Dean to carry out the Registrar's duties.
  - i. **Respondent.** A student who is the subject of a hearing conducted by the Committee.
  - j. **Student.** Any person enrolled or matriculated as either a full or part-time student of the Law School at the time of an alleged violation of this Code.
  - k. **Transmission.** All documents and notices required to be transmitted pursuant to the Code shall be personally delivered or sent by certified mail to the recipient's last known address reflected in records maintained by the Registrar's Office. Service shall be deemed effective five business days after mailing.
2. **Jurisdiction.** Any alleged violation of this Code of Conduct committed by a student will be heard and determined as provided herein.

## **B. Violations and Sanctions**

1. **General Ethical Considerations.** Students shall strive to become competent professional persons by acquiring and following a professional standard of conduct while enrolled in the Law School. Students are subject to the ethical requirements governing the legal profession as well as the specific provisions of this Code. The well-being and integrity of the legal profession and of the student body of the Law School depends upon the maintenance of the highest ethical standards.

**2. Prohibited Conduct for Students.** The following acts are prohibited and a student who engages in any such conduct is subject to the sanctions authorized by this Code:

- a. Cheating.** Cheating on any examination or other law school assignment, including but not limited to:
- (1) the unauthorized giving or receiving of material aid or assistance;
  - (2) the unauthorized use of information;
  - (3) the unauthorized submission of work which has already been submitted in satisfaction of other course work; or
  - (4) the giving or obtaining of any unfair academic advantage.
- b. Plagiarism.** Plagiarism is defined as the unacknowledged appropriation or insufficient acknowledgment of the ideas or written work of another. Plagiarism on papers and other law school assignments includes but is not limited to the following:
- (1) the knowing or reckless copying or paraphrasing without attribution of any material written by another;
  - (2) the knowing or reckless submission of work written in whole or in substantial part by someone other than the student submitting the work and submitted as the student's own work;
  - (3) the knowing or reckless use of the language of another without identification by quotation marks or otherwise, even though the source is cited in the student's work.

Plagiarism is a serious offense and may result in the following sanctions:

- 1st offense: Failure of the assignment in which the action occurred
- 2nd offense: Failure of the class in which the action occurred
- 3rd offense: Expulsion and permanent dismissal from the Law School

- c. False Representation of Attendance in Class.** The knowing or reckless misrepresentation of attendance in class. This includes, but is not limited to, having another individual prepare course assignments, portray the student in the course, or take quizzes for student.

**d. Harassment.**

- (1) Harassment, intimidation, or verbal abuse of faculty, staff, or students of the Law School.

- (2) Any act or statement (written or oral), made to any person and done with the intent to subject any student who has reported a violation of the Code to fear for his or her safety, or the safety of the person's family or friends, or with the intent to ridicule or embarrass any such person.
  - e. **Sexual Harassment.** Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitutes sexual harassment when such conduct has the purpose or effect of unreasonably interfering with an individual's educational experience or creating an intimidating, hostile or offensive environment.
  - f. **Failure to Report Violation.** The willful failure to report a violation of this Code, provided that a student so charged had personal knowledge of the alleged violation. Anonymous notification of a violation does not qualify as a report of a violation. Anonymous notification will not be investigated.
  - g. **Dissemination of Course Materials.** The dissemination of any course materials or passwords to access course materials. All course materials are the property of Widener University Delaware Law School. Course materials include any and all lecture videos, handouts, discussion threads, assignments, quizzes or exams, and any other material presented in the TWEN classroom.
3. **Permanent Record of Violation.**  
The Registrar shall enter a permanent notation on the official transcript of any student who is found to have violated this Code. The entry shall include a summary of the nature of the violation as determined by the Dean and a summary of the sanctions imposed by the Dean. The Dean shall also report any violation to any other Law School or other institution of higher learning to which the student may have applied for admission. The transcript notation cannot be expunged or removed.
4. **Sanctions**
- a. **Recommended Sanctions.** The following sanctions may be imposed, individually or in any combination, by the Assistant Dean for violation of the Code of Conduct (with the exception of a violation of the Plagiarism Code, the sanctions for which appear elsewhere herein):
    - (1) Expulsion from the Law School;
    - (2) Suspension from the Law School for a specific term of one year or less;

- (3) Assignment of a grade of "F" in any course, seminar or special course;
- (4) Involuntary withdrawal with prejudice from any course, seminar or special course;
- (5) Written reprimand;
- (6) Probation;
- (7) An oral or written admonition;
- (8) Any conditions deemed appropriate.

- b. Authority to Recommend Sanctions.** Following a finding made that a respondent has violated the Code, the Committee may recommend to the Dean and sanction as permitted by this section.
- c. Other Rules.** An attempt shall be regarded as if it had succeeded for purposes of imposing sanctions.

## **C. Procedure**

### **1. Commencement of Action Under Code**

- a. Violation of the Code.** Any person having actual knowledge that one or more students may have violated this Code of Conduct or the Assistant Dean upon information received, may commence an action for sanctions by filing a written complaint with the Registrar.
- b. Time for Filing Complaint.** A complaint shall be filed within sixty business days after the date of discovery of any alleged violation of the Code by the complainant. A complaint which is not filed within the sixty day period may be filed only with the written approval of the Dean of Students or Assistant Dean, who shall consider the circumstances which caused the failure to file a timely complaint in connection with any decision to waive the sixty day limitation on filing. The Dean of Students or Assistant Dean may file a complaint at any time without regard to the passage of time.

### **2. Registrar's Duties, Forwarding of Complaint**

- a. Upon Receipt of Complaint.** The Registrar shall mark the complaint with the date and time of filing, and shall forward a copy of the complaint to the Dean of Students and/or Assistant Dean for investigation. If the complaint implicates one or more graduate students only, it shall be forwarded to the Assistant Dean, who will investigate the matter and submit a report. The complaint shall be forwarded to the Dean of Students and Assistant Dean, who will jointly decide their respective roles in the investigation and reporting process. The Registrar shall also transmit a copy of the complaint to the accused student, and inform the student that

the matter described in the complaint will be investigated by the Assistant Dean.

- b. Registrar Shall Maintain File.** The Registrar shall place the complaint and all other materials related to it which are filed with Registrar in a special file marked with the name of the alleged violator and a docket number.
- c. Docket.** The Registrar shall maintain a docket stating the filing date and time of each complaint and all orders issued and actions taken by the Registrar and others regarding it. The docket, the case file and all reports and records maintained pursuant to this Code shall be maintained.

**3. Review of Complaint by the Assistant Dean**

- a. Investigation by the Assistant Dean.** Upon receipt of a complaint the Assistant Dean shall review the allegations set forth in the complaint and shall conduct an investigation designed to gather information relevant to the allegations. The investigation may include interviews with the accused student and with other students, faculty, staff and others who may have information relating to the allegations. The investigation shall also include a review of any documents or other materials related to the allegations. The Assistant Dean shall have absolute discretion with respect as to whether to permit the accused student or any other witness to have representation at an interview conducted pursuant to this section or whether to make a verbatim record of such interview.
- b. Report the Assistant Dean.** The Assistant Dean shall prepare a report summarizing the results of the investigation. A copy of the complaint and all other relevant documents shall be attached to the report as exhibits. The report shall be forwarded to the Dean for action. The Dean shall have absolute discretion with respect to whether the report is transmitted to the accused student or a representative designated by the student.

**4. Disposition or Referral of Complaint by the Dean**

- a. Determination by Dean.** The Dean shall have the option of meeting with the accused student before making a determination under this section. After considering the complaint and the investigation report, the Dean shall either (i) dismiss the complaint; (ii) with the written consent of the student, dispose of the matter summarily by making whatever findings and imposing whatever sanctions (if any) the Dean deems appropriate; or (iii) if the matter



is not disposed of under paragraphs (i) or (ii) herein, refer the matter to the Committee for a hearing by issuing an Order of Referral. The Dean shall have absolute discretion with respect to any determination made pursuant to this section.

- b. Temporary Suspension.** Nothing in this Code shall limit the power of the Dean to suspend a student temporarily.

#### **D. Netiquette Policy**

Students will be communicating with administrators, faculty members, and fellow students across the nation and globe, some of whom students will never meet in person. The law school community expects its members to respect each other's individual dignity at all times, including when communicating by email. Students can achieve better communication – and results – with special sensitivity to the effect of words and actions upon the recipient of a message. Please follow commonly accepted email protocols and behaviors when emailing the school or other students. A guide to these is set forth below.

1. DO NOT USE ALL CAPS in your emails. It is considered SHOUTING. DON'T SHOUT!
2. Use symbols for emphasis, rather than CAPS. For example: "That \*is\* what negligence means." Use underscores for underlining. For example, "\_War and Peace\_" is my favorite book."
3. Use smileys to indicate tone of voice, but use them sparingly. :-) is an example of a smiley (Look sideways). Do not assume that the inclusion of a smiley will cure an otherwise insulting comment.
4. Think before you email. If in doubt, leave it out. If not sure, wait overnight. If you are upset, wait overnight to send emotional responses to messages.
5. Do not attack or insult another, even if it is meant as a joke.
6. Make an effort to spell check or proofread before you send.
7. No one expects perfection in email, but please avoid the Text Messaging style: U-WLB-Vry-Gr-8-FL.
8. If you have a technological problem, call or email [Insert Law School] Tech. Support. Please be kind and courteous, even if you are frantic. You will get help just as fast and the exchange will be more pleasant for all.
9. You should assume that your email is not secure. Never put in a mail message anything you would not put on a postcard.
10. Respect the copyright on material that you reproduce. Almost every country has copyright laws.
11. If you are forwarding or re-posting a message you've received, do not change the wording. If the message was a personal message to you and you are re-posting to a group, you should ask permission first. You may shorten the message and quote only relevant parts, but be sure you give proper attribution.



12. A good rule of thumb: Be conservative in what you send and liberal in what you receive. You should not send heated messages even if you are provoked. On the other hand, if you do get flamed, good judgment dictates that you not respond.
13. In general, it's a good idea to check your mail subjects in reverse chronological order before responding to a message. Sometimes a person who asks you for help (or clarification) will send another message which says "Never Mind". Also make sure that any message you respond to was directed to you. You might be cc'ed rather than the primary recipient.
14. Always include your name and student ID number on an email.
15. Make things easy for the recipient. Many mailers strip header information which includes your return address. Be sure to include a line or two at the end of your message with contact information. You can create this file ahead of time and add it to the end of your messages (a "signature" file.) (Some mailers do this automatically.)
16. If you include a signature, keep it short; no longer than 4 lines.
17. Be careful when you reply; you may actually be replying to a group or "reply to all." Do not reply to emails sent to you from the law school that instruct you not to reply.
18. Avoid forwarding chain mail of any kind. This is considered spam, and it clogs inboxes.
19. Take care when forwarding email. Be sure you have permission from the sender to circulate.
20. Watch cc's when replying. Don't continue to include people if the messages have become a 2-way conversation.
21. Remember that you communicate across the globe. If you hope for an immediate response, the recipient might be asleep when it arrives. Give them a chance to wake up and login before assuming the mail did not arrive.
22. If your message is truly time sensitive, consider starting your subject line with "!"
23. It's courteous to include the word "Long" in the subject header for messages that will take time to read. Over 100 lines is considered "long".
24. Know whom to contact for help at your ISP. Most have "Postmaster" aliases to a contact person, so you can send mail to this address to get help.
25. Remember that the recipient's culture, language, and humor have different points of reference from your own. Be careful in using slang. Under all circumstances, avoid sarcasm.
26. Be brief, but, when replying to a message, include enough original material to be understood, but no more. Sometimes that will be all of the message; most of the time you can edit out the irrelevant material. Use ellipses or "[deleted]" to indicate redactions.
27. Mail should have a subject heading which reflects the content of the message.

28. Be alert to "phishing," emails that appear to be from a reputable source. These often ask you to supply personal information: address, phone number, even your social security number. Never, ever fall for one of these messages. Call the company first to confirm.
29. Be extraordinarily careful when downloading "free" software, collections of emoticons, weather bugs, and the like. These almost always contain spyware (to report to others what you are doing on the Internet) and/or viruses. Often these viruses do not activate for some time, long after you forgot downloading something interesting.
30. If you do not have time, reply briefly to an e-mail, letting the sender know that it was received, even if you will send a longer reply later.
31. Know how large a message you are sending – and how large an attachment. For large attachments, consider zip software to compress the material.
32. Don't send unsolicited information.
33. Delivery receipts and vacation programs are invasive and especially problematic when sent to mailing lists; many consider delivery receipts an invasion of privacy. In short, do not use them.
34. If you find a personal message has gone to a list or group, immediately send an apology to the person and to the group.
35. If you strongly disagree with one individual on a group discussion, respond directly and privately to that individual rather than to the list or the group.
36. Don't get involved in flame wars. Neither post, nor respond to, incendiary material.
37. Avoid messages or postings which are no more than "I agree, too!"
38. Plain text will reach everyone. Html may not. Choose wisely.
39. Avoid gender, ethnic, or racial slurs.
40. On-Camera Behavior:
  - No eating
  - No babies or animals on camera (including the background) (no third parties)
  - No side conversations
  - No side activities (emailing, texting, etc.; the cameras capture everything)
  - Use headsets to insure quality audio
  - Beware of background noise makers
  - We can see you & safety issues (don't access while driving, etc)
  - Turn off your camera if you have low bandwidth
  - Tweet about it later (be attentive)
  - Be on time
  - Get acquainted with the tech/login
  - Be present
  - Be polite

- Be professional
- Be respectful of instructor, classmates, and the virtual classroom environment
- Mute your microphone if no handset
- No multi-tasking (distracting to yourself and others)
- No capture or distribution of online classes

**E. Miscellaneous**

**1. Amendments**

This Handbook/Code may be amended at any time in the same manner as it was ratified.

**VI. POLICY STATEMENT ON CONFIDENTIALITY OF STUDENT RECORDS**

**A. Scope of Policy**

The Family Educational Rights and Privacy Act of 1974 applies, for purposes of this Policy, to students presently enrolled in Widener University and to alumni, but not to applicants who have not been admitted to Widener.

**B. Applicability of Act to Record**

1. The Act applies to educational records defined as those records which are directly related to a student and are maintained by Widener or by a party acting for Widener.
2. The term "educational records" does not include:
  - a. personal files of faculty and administrative personnel which are in the maker's sole possession and not accessible or revealed to any other person except a temporary substitute.
  - b. Widener University Campus Safety records which are kept separate from education records, are maintained for campus safety, student discipline and law enforcement purposes only, and are available only to the responsible University administrators and law enforcement officials.
  - c. records relating to an individual who is employed by Widener which are made and maintained in the normal course of business, relate exclusively to the individual in that individual's capacity as an employee, and are not available for use for any other purpose.
  - d. medical, psychiatric or physiological records created and used only for the treatment of a student and available only to those providing the treatment (provided, however, that a physician of the student's choice may review such records); or

- e. records of the University which contain only information relating to a person after that person was no longer a student at Widener.

**C. Disclosure to Persons Other than Students**

1. Except for certain exceptions stated in the Act, no one shall have access to education records without the written consent of the student concerned. However, the student concerned may authorize in writing the disclosure of records to a class of organizations or persons for the purpose of employment, graduate study, or fellowships. The exceptions to the consent requirement include the following:
  - a. Widener University employees with legitimate educational interests in seeing the records in question. This includes those Widener officials, such as faculty and administration, as well as clerical employees managing student record information, who act in the student's educational interest and have a demonstrated need to know the contents of such records. For purposes of this Policy, mere curiosity is not a legitimate educational interest;
  - b. certain authorized federal officials auditing federally-supported educational programs and state officials to whom information from student records is required by statute to be disclosed;
  - c. persons processing student financial aid applications when necessary for such purposes as determining eligibility for or amount of financial aid, determining conditions to be imposed for such aid, and enforcing such conditions;
  - d. organizations conducting studies for educational agencies in connection with predictive tests, student aid programs, and the improvement of instruction, provided that the identity of students must not be revealed to other than representatives of such organizations.
  - e. accrediting organizations carrying out their accrediting functions;
  - f. parents of a student who is a dependent for federal income tax purposes;
  - g. compliance with a judicial order or lawfully issued subpoena;
  - h. in an emergency, appropriate persons if the knowledge of information from a student's records is necessary to protect the health or safety of the student or other persons.
2. Whenever a student's records or information from such records is disclosed to any organization, agency or individual, a transmittal letter shall inform the recipient that such records or information are not to be

disclosed to any other party without the prior written consent of the student.

3. Each office which maintains education records shall keep with the records of each student a form which lists, with exceptions stated below, all individuals, agencies or organizations which have requested or obtained access to such student's education records. This form shall also include the legitimate interest the request or had, if any, in making the request. This requirement does not apply to disclosures to University officials, to the student or his or her parent.

**D. Student's Rights to Access**

**1. In General.**

- a. Parents' financial records and related parental financial information shall not be released to students.
- b. Subject to certain conditions, confidential evaluations of students placed in education records prior to January 1, 1975, shall not be released to students. All other education records of a particular student shall be open for inspection by that student, unless access is restricted under paragraph (3) of this section.
- c. A student may waive his or her right of access to confidential evaluations relating to admission to any educational institution, application for employment, and receipt of honors; provided, however, that the student must, upon request, be notified of the name of each person who has submitted such a confidential evaluation; such evaluations may be used only for the purpose intended; and a waiver may not be required as a precondition to admission to Widener or receipt from Widener of financial aid or any other services or benefits.
- d. Widener may disclose without the prior written consent of the student "Assistant Dean information" concerning such student, which term is hereby defined as including a student's name, campus address, home address, campus telephone number, home telephone number, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, the most recent secondary school and previous educational agency or institution attended by the student provided; however, that any student may withhold disclosure of any or all of such information by notification in writing to the Registrar's Office at the Delaware Law School within two weeks after publication of the annual notice described below.

- e. The types of educational records maintained by Widener include academic records (transcripts, advising records, and letters of evaluation) and other personal records, such as work-study and financial records. The offices in which such records are maintained include the Provost's Office, the Deans' offices of the various school/colleges of the University, offices of faculty advisors and department/division heads, the Registrars' Offices, Counseling Center, Placement Office, the Offices of the Deans of Students and their subordinate sections, Admissions, Financial Aid, Special Programs and the Business Offices.
- f. Subject to the limitations otherwise stated herein, a student may waive any of his or her rights granted pursuant to the Act and the regulations there under. Widener will not require such a waiver as a condition of admission or receipt of any other services or benefits. A waiver under this Section may be made with respect to specified classes of education records and persons or institutions. A waiver under this Section may be revoked, in writing, with respect to any actions occurring after the revocation.

**2. Procedures for Access to Records.**

- a. A request by a student (or the parent of a dependent student) to inspect his or her education records shall be made to the office which maintains such records. Each office maintaining education records shall designate a person to receive and process student requests. Upon receipt of a dated, signed request form and proper identification, the designated person receiving the request shall give the student or parent a written confirmation or receipt of the request. Such person shall also inform the student when the requested records will be made available, as soon as is reasonably possible, but in no event more than forty-five (45) days after receipt of the request from the student.
- b. After the designated person has removed from the student's file all information relating to the student and all evaluations which are confidential as to the student records shall be made available to the student on the specified date, after the student again displays proper identification, for inspection and review under supervision of the designated person. If a student requests a copy of one or more of such records, the requested copies, within limited exceptions, shall be transmitted to the student upon payment of a fee. Unless otherwise specifically stated, the fee for such copies shall be \$10.00. Widener may deny the request for a copy of records for legitimate cause. In order to have this right, the circumstances surrounding the possible denial of a copy of records must be described. In no event, will the records of another institution which

a student attended be released to any person including a student or his/her parent.

- c. After reviewing his or her records, a student has a right to challenge the contents of such records as being inaccurate, misleading or otherwise in violation of the privacy or other rights of the student. Unless otherwise established by the school/college in which a student has matriculated, a student may not challenge the correctness of a grade which has been assigned to the performance of the student in a course, but may challenge the accuracy of the recording of the grade.
- d. Upon deciding that some aspect of his or her record(s) is inaccurate, the student shall so inform the designated person in the office where his or her records are maintained and shall attempt to resolve the problem through informal discussion with such person and the person in charge of that office.
- e. If no agreement is reached through informal discussions, the student may submit in writing to the Assistant Dean, a rebuttal, a request for a hearing, specifying the record or records alleged to be inaccurate, misleading or otherwise inappropriate. If the Assistant Dean's review of the hearing request and file also does not result in an agreement, the Assistant Dean shall appoint as hearing officer a University official with no direct interest in the outcome of the hearing. Unless the student withdraws his request or requests a delay, the hearing shall be held within forty-five (45) days after receipt of the student's request. At the hearing, the student shall be given an opportunity to present evidence in support of the challenge. The impartial official conducting the hearing shall render his/her decision in writing within thirty (30) days after the hearing. If the decision denies the challenge, the student may have inserted in his or her records a written explanation concerning the allegedly inappropriate contents.

**E. Miscellaneous Policy Items**

- 1. A copy of this policy may be found in the Graduate, International, Compliance, and Legal Studies (GICLS) Student Resource Center on TWEN and in the offices of the Assistant Dean of the Graduate, International, Compliance, and Legal Studies (GICLS).
- 2. If a student feels that Widener University has failed to comply in some way with the regulations promulgated hereunder, and has failed to answer his or her complaint satisfactorily, he or she has the right to file a complaint with the Family Policy & Regulations Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202.



**F. Notice to Students Regarding Education**

The Family Educational Rights and Privacy Act of 1974 provides the following rights for students attending Widener University.

1. The right of a student, with minor limitations, to inspect and review his or her educational records.
2. The right, with certain exceptions, to prevent disclosure to third parties of information from his or her education records.
3. The right to withhold public disclosure or any or all items of so-called "Assistant Dean information" by written notification to the Registrar's Office within two (2) weeks after the beginning of the Fall and Spring semesters of each academic year. All such notifications by students shall remain in effect only for the remainder of the academic year during which notification is made. Under current University policy, the term "Assistant Dean information" includes a student's name, campus address, home address, campus telephone number, home telephone number, date and place of birth, a major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of secondary school and previous educational agency or institution attended by the student.
4. The right to file a complaint with the Department of Health, Education and Welfare (HEW) concerning the alleged failure of Widener University to comply with the requirements of the Act and the regulations promulgated hereunder. The procedures for exercise of the above rights are explained in the Widener University Policy regarding the confidentiality of student records, copies of which are available in the Office of the Registrar. Included within the Policy is a list of the types and locations of educational records maintained by Widener, with the title and address of the officials responsible for those records.

**VII. POLICY FOR ADDRESSING ISSUES OF STUDENTS WITH DISABILITIES**

**A. Statement of Policy.**

1. It is the policy of Widener University ("University") to provide reasonable academic accommodations necessary to afford equal opportunity and accessibility in all University programs for qualified students with professionally verified disabilities. It is further the policy of the University to provide reasonable accommodations necessary to afford equal opportunity and accessibility for qualified individuals with professionally verified disabilities in employment.



2. The University recognizes both its legal obligations to make reasonable accommodations designed to provide overall educational program and employment opportunity accessibility for qualified persons with disabilities as well as the benefits that may be offered from the skills and talents of those with disabilities. In keeping with these principles, the University seeks to accommodate qualified students and employees with disabilities on an individual basis based upon specific information and assessment data documented by a qualified professional. Faculty members also play an important role in ensuring equal educational opportunity and access for students and must recognize that modifications can be made in the classroom or in teaching style to accommodate individual students without affecting academic integrity. However, while the University will strive to accommodate students as fully as possible, reasonable accommodations do not include measures which fundamentally alter an academic program, which place an undue financial or administrative burden or hardship on the University, or which pose a safety risk to the individual or others. In the admissions and employment application processes, the University does not discriminate on the basis of disability, and any information concerning a student or employee applicant's disability provided during the admissions or application process will be on a voluntary or optional basis and will be kept confidential in accordance with applicable law.
3. Following admission of a student applicant or the extension of an employment offer to an applicant for employment, the University invites and encourages voluntary self-identification by individuals with disabilities for purposes of verifying the disability and identifying the reasonable accommodations that the University will provide.
4. It is the responsibility of disabled individuals who seek an accommodation to identify themselves to the appropriate University representative. This Policy shall apply to all schools and colleges of the University and all employees of the University.

**B. Definitions.** As used in this Policy, the following definitions shall apply:

- (a) "Director of Disabilities Services" means the Director of Disabilities Services of Widener University.
- (b) "Dean" means the Dean of the Widener University School of Law.
- (c) "Person with a Disability" means any person who: (i) has a physical or mental impairment which substantially limits one or more major life activities; (ii) has a record of such impairment; or (iii) is regarded as having such impairment.
- (d) "Provost" means the Provost of Widener University.
- (e) "Qualified Person with a Disability" means either (i) a Person with a Disability who meets the academic and technical standards requisite to admission and participation in the individual's selected educational program and activities offered by the University; or (ii) a Person with a Disability who can perform the essential functions of the individual's current or desired employment position with or without reasonable accommodation.

(f) “Reasonable Accommodation” means a possible action that the University may take to accommodate a Qualified Person with a Disability which does not cause an undue hardship or burden to the University. In the context of a Request for Academic Accommodation, a

Reasonable Accommodation is a modification or adjustment to an academic program that enables a Qualified Person with a Disability full access to participation in such program without altering the fundamental purpose or requirements of the program. Accommodations are intended to be effective and reasonable; they may not be exactly what the Qualified Person with a Disability requests.

(g) “Request for Academic Accommodation” means any request made by a student for an accommodation covered by Section 4(d) hereof.

(h) “Request for Employment Accommodation” means any request made by an employee for an accommodation to enable the employee to perform the essential functions of his or her position.

(i) “Request for Non-Academic Accommodation” means any request made by a student for an accommodation not covered by Section 4(d) hereof.

(j) “University” means Widener University.

(k) “Vice President for Administration and Finance” means the Vice President for Administration and Finance of Widener University.

## **B. Procedures for Requesting Accommodations.**

A Qualified Person with a Disability may request accommodations as follows:

### **(a) Persons to whom Requests for Accommodation Must be Submitted.**

Requests for accommodation shall be made as follows:

(i) All undergraduate students and all graduate students other than law school students must submit their requests for accommodation to the Director of Disabilities Services, Widener University, One University Place, Chester, Pennsylvania 19013, telephone number 610-499-4179.

(ii) Law students must submit their requests for accommodation to the Dean of Students. The Dean of Students shall promptly forward such requests to the Director of Disabilities Services.

(iii) All employees on the campus of the University must submit their requests for accommodation to the Director of Administration, Widener University, One University Place, Chester, Pennsylvania 19013, telephone number 610-499-4182.

(iv) All employees on the campus of the University must submit their requests for Accommodations to the Associate Dean of Business/Administration, at his/her respective addresses on such campuses, telephone number 302-477-2248. The Associate Dean of Business/Administration shall promptly forward such requests to the Director of Administration. The individuals identified above to whom requests for accommodation must be directed are referred to herein as the “Disability Coordinators”.

**(b) Manner of Requesting Academic Accommodation.** A student making a Request for Academic Accommodation must timely submit the request, together with verification of disability as provided for in subsections 3(d) and (e) below, to the appropriate Disability Coordinator. Where the Disability Coordinator is a Dean of Students, such Dean of Students shall promptly forward such Request for Academic Accommodation and verification of disability to the Director of Disabilities Services.

**(c) Manner of Requesting Non-Academic Accommodation or Employment Accommodation.**

A student making a Request for Non-Academic Accommodation or an employee making a Request for Employment Accommodation must timely submit the request, together with verification of disability as provided for in subsections 3(d) and (e) below, to the appropriate Disability Coordinator. The Disability Coordinator shall promptly forward such Request and verification of disability to either the Director of Disabilities Services or the Director of Administration, as applicable and where necessary.

**(d) Verification of Physical Disabilities.** An individual with a physical disability must provide recent professional verification certified by a licensed physician, psychologist, audiologist, speech pathologist, rehabilitation counselor, physical therapist, occupational therapist, or other professional health care provider who is qualified in the diagnosis of the disability. The verification must reflect the individual's present level of functioning of the major life activity affected by the disability. The cost of obtaining the professional verification shall be borne by the individual. If the initial verification is incomplete or inadequate to determine the present extent of the disability and appropriate accommodations, the University shall have the discretion to require supplemental assessment of a physical disability. The cost of the supplemental assessment shall be borne by the individual. If the University requires an additional assessment for purposes of obtaining a second professional opinion, then the University shall bear any cost not covered by any third party payor.

**(e) Verification of Learning Disability or Attention Deficit Disorder.** A student with a learning disability or attention deficit disorder must provide recent professional testing and evaluation results which reflect the individual's present level of processing information and present achievement level. The cost of obtaining the professional verification shall be borne by the student. The assessment must provide data which supports the Requests for Academic Accommodation. In the event that a student requests an academic accommodation that is not supported by the data in the assessment or, if the initial verification is incomplete or inadequate to determine the extent of the disability, then it is incumbent on the student to obtain supplemental testing or assessment at the student's expense. If the University requires an additional assessment for purposes of obtaining a second professional opinion, then the University shall bear any cost not covered by any third party payor.

**(f) University Right to Waive Verification.** The University reserves the right in its sole and absolute discretion to waive the verification requirements set forth in this Section 3. Any such waiver must be in writing and signed by either the Vice President for Administration and Finance, the Provost, or the Dean.

**C. Procedures for Determination of Reasonable Accommodations.**

(a) The Director of Disabilities Services or the Director of Administration (hereinafter “Evaluator”) will review all documents submitted to verify a disability and will conduct a personal interview to explore the needs of the individual.

(b) Individuals may be asked to submit to the Evaluator a history of accommodations received in postsecondary institutions or in places of employment. Such a history of accommodations will be subject to verification by the institution or place of employment that facilitated the accommodations.

(c) After considering the verification documents, the results of the personal interview, and the history of accommodations, the Evaluator will prepare a schedule of the accommodations appropriate for the individual to receive from the University. In arriving at such schedule, the Evaluator may consult with appropriate faculty and administrative staff of the University and professional consultants to the University.

(d) Reasonable academic accommodations designed to provide equal opportunity to students with disabilities may be made in the following three areas:

**(i) Academic Program.** Accommodations in this category include those necessary to enable a student to enroll in, study for, attend and participate in classes, and may include, without limitation, modification of course load, allowing extra time to complete assignments, reproducing print materials, charts and graphs in large print, allowing note-takers to attend classes and transcribe lectures, and recording lectures or use of assistive listening devices.

**(ii) Examinations.** Examination accommodations will be made as necessary to minimize the effect of a particular disability. Any accommodations in the conduct of examinations which alter the form of the examination shall be made in consultation with the faculty member or instructor of the course for which the accommodation is sought. Additional forms of examination accommodations include, without limitation, allowing extra time to complete exams, allowing alternate test formats and permitting a student to take an exam in an alternate location to allow for use of needed equipment.

**(iii) Auxiliary Aids.** To the extent feasible, the University shall either provide or assist students with disabilities in acquiring educational auxiliary aids designed to enable them to participate fully in the academic program and may do so by contacting existing resources, such as federal, state and

community agencies, private charitable organizations, and individual volunteers.

(e) The Evaluator shall provide the schedule of accommodations to the individual requesting accommodations. In cases involving academic accommodations, the schedule of accommodations will be provided to the student on a form(s) which the student will be responsible for providing to the appropriate instructor(s).

(f) Each individual receiving accommodations shall meet upon request with the Evaluator to review the effectiveness of the accommodations listed on the schedule. Each individual shall immediately report any dissatisfaction with an accommodation to the Evaluator, who shall attempt to resolve any such dissatisfaction. If resolution cannot be achieved, the individual may file a grievance in accordance with Section 6 of this Policy. Additionally, the schedule shall be subject to review and possible termination upon any change in the nature of the individual's disability or the individual's failure to properly utilize the services provided.

(g) Services for individuals who improperly procure accommodations under this Policy will be immediately terminated. Students who improperly procure accommodations under this Policy may be subject to possible disciplinary action under the applicable Student Code of Conduct. Employees who improperly procure accommodations under this Policy may be subject to disciplinary action up to and including termination of employment.

(h) Subject to applicable rules of confidentiality, the Evaluator shall provide information to appropriate administrative officers, staff and faculty when necessary to arrange for efficient administration of accommodations.

**D. Records and Privacy.**

(a) The University shall maintain the confidentiality, to the extent practical, of all records relating to accommodations based upon disability. The records shall include the documentation submitted to verify the disability. The University will retain such records for a period of five years from the date of separation or graduation from the University or as otherwise required by applicable law.

(b) All documents produced by consultants in the performance of services for the University shall be and shall remain the property of the University.

**E. Grievance Procedures.** Individuals who remain dissatisfied with accommodations provided or not provided to them by the University following conclusion of the procedures set forth in Section 4 of this Policy may file grievances as follows:

(a) All grievances generally must be in writing and filed with the Grievance Officer (as hereinafter defined) as soon as possible but not later than thirty (30)

days after conclusion of the procedures set forth in Section 4 of this Policy. Alternate means of filing grievances, such as personal interviews or a tape recording of the grievance, will be made available as needed upon request to the Director of Disabilities Services.

(b) With respect to all grievances relating to Requests for Academic Accommodations, the Grievance Officer shall be the Provost or his/her designee. Notice of any such grievance shall be given to the Vice President for Administration and Finance by the Grievance Officer. With respect to all grievances relating to Requests for Non-Academic Accommodations and/or Requests for Employment Accommodations, the Grievance Officer shall be the Vice President for Administration and Finance or his/her designee.

(c) Within fifteen (15) days after receipt of the grievance, the Grievance Officer will meet with the aggrieved individual to discuss the grievance and possible resolutions. The Grievance Officer may, but shall not be required to, form a committee of three individuals, including the Grievance Officer, to meet with the aggrieved individual, either at the time of such initial meeting or within a reasonable period of time thereafter. The other members of the committee shall be selected by the Grievance Officer in his/her sole discretion. It is intended, but not required, that one or both of the other members of the committee shall have education, background, experience and/or training in fields applicable to the grievance at issue. The Grievance Officer and/or the committee shall conduct such investigation and the Grievance Officer may assign such duties to the committee members as the Grievance Officer shall deem appropriate in the circumstances.

(d) Within fifteen (15) days after the later to occur of the initial meeting between the aggrieved individual and the Grievance Officer or the meeting between the aggrieved individual and the committee formed by the Grievance Officer, the Grievance Officer shall respond to the grievance in writing, or where applicable in a format accessible to the aggrieved individual, with a final determination of the grievance.

**G. Miscellaneous.**

(a) Effective Date. This Policy shall be effective as of January 1, 2014.

(b) Amendments. This Policy may be amended, altered, modified or repealed at any time in the sole and absolute discretion of the University. Students are encouraged to visit the disability services website for current information and additional resources at <http://www.widener.edu/academics/support/disabilities/>

(c) Time Periods. A failure by the University or any of its employees, agents or representatives to comply with any time limit specified in this Policy shall not be deemed a waiver of any finding or conclusion reached by or on behalf of the



University, nor shall any such failure operate to create any claim against or impose any liability on the University.

(d) Effect of Formal Remedies. Nothing in this Policy is intended to prevent an individual from pursuing formal legal remedies or resolution through local, state or federal agencies or the courts. However, if an individual so proceeds, such individual cannot pursue University-based dispute resolution and any University-based proceeding may be terminated immediately in the sole discretion of the University. The University may in its discretion conduct or continue to conduct its own investigation of the matter.

(e) Conflicts of Interest/Bias. Any claims of conflict of interest or bias shall be raised at or prior to the time of filing a grievance under this Policy or shall be waived.

### **VIII. INFORMATION TECHNOLOGY SERVICES**

Widener University's computing resources are managed by the Office of Information Technology Services (ITS). ITS provides central computing resources, including Internet access via LAN and wireless, numerous lab-based academic-specific software applications, residential computing connections, and technical support. ITS maintains general-purpose labs on all campuses, with two on the Chester campus and one each on the Wilmington and Harrisburg campuses. Students are issued a network login and password to access the computers in the general labs. ITS maintains several computer classrooms throughout the university and provides support for Main Campus classrooms equipped with multimedia presentations (DE and HB classrooms are supported by Media Services).

ITS also provides CampusCruiser as the web-based information portal for the university. Widener University provides each student with an e-mail account and other multiple services on CampusCruiser. All "official" university correspondence will be sent to student's CampusCruiser e-mail accounts. It is the student's responsibility to routinely check their e-mail. CampusCruiser allows the university community to access personal and group calendars, e-mail, class schedules, and campus events. CampusCruiser also allows users to register for classes and review personal academic information such as GPA, financial status, and more.

**Student Technical Support:** The university is dedicated to providing both commuter and residential students technical support through the ITS Student Technical Support program. Students are hired and trained extensively by the ITS department to be the first line of support for students experiencing technical problems with their computers. This includes virus issues, spyware/adware removal, software incompatibility, hardware issues, and problems connecting to the university's network. A walk-in support office is also available to students throughout the week, located in the ITS offices.

For additional information about the Student Computing Support Center visit the Student Computing virtual office in CampusCruiser.



## **IX. FINANCIAL INFORMATION**

### **Billing /Student Account Statement Information**

Complete information on tuition billing, due dates, payment and payment plan options, direct deposit of refunds, and withdrawal policies can be found in the Law School Guide to Fees and Payment at <http://Widener.edu/BursarOffice>.

You will be able to view a copy of your student account and your online activity through CampusCruiser and the “My Online Student Account” function. If you have a monthly balance due, you will also be able to view through your e-bill. Each time we upload an e-bill, you will receive an email notification to your Widener assigned CampusCruiser email address. All electronic statements will be sent to any authorized users that have been set up by the student.

All other policies regarding financial aid shall be found by reviewing the webpage at <http://law.widener.edu/Admissions/Discover/CostsandFinancialAid.aspx>