

Widener University
Delaware Law School
Graduate, International, Compliance and Legal Studies

Legal Studies Faculty & Student Handbook

Introduction

This Handbook is formal notice of the rights and responsibilities offered to you as a member of the Legal Studies Program of Widener University Delaware Law School (“Widener University”). Compliance with the guidelines herein is mandatory for all faculty and students and consent is conferred upon admission. Please note that students and faculty are responsible for reviewing the Handbook and remain current with any and all changes.

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**Widener University Delaware Law School
is a Member of the
Association for Continuing Higher Education, and
Accredited by the Middle States Association of Colleges and Schools.**

It is the policy of Widener University not to discriminate on the basis of sex, age, race, national origin or ethnicity, religion, disability, sexual orientation, or marital status in its educational programs, admissions policies, employment practices, financial aid, or other school-administered programs. 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 associations, 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 ENABLE, Widener University, One University Place, Chester, PA 19013, 610/499-1270, or Dean of Students, Delaware Campus of Widener University, P.O. Box 7474, Wilmington, DE 19803, 302/477-2177.

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 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 interests 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, Widener University Delaware Law School.

Part I University Policies

Chapter 1 Sexual Harassment

Section 1 - Human Rights Policy

It is the policy of Widener University not to discriminate on the basis of sex, physical handicap, race, age, color, religion, national or ethnic origin, marital status or sexual or affectional preference in its educational programs, admissions programs, employment practices, financial aid, or other school administered programs. This policy includes, but is not limited to:

1. recruitment and employment of applicants who possess the necessary qualifications and/or experience for appointment to the faculty;
2. renewal of faculty appointment, promotion, tenure, and separation from the University;
3. sabbatical leave or other leave with or without pay; faculty development programs, grants, and awards;
4. establishment of salary, benefits, workload, and other rights belonging to a faculty member.

Section 2 - Discrimination and Harassment

Widener University seeks to create and maintain an academic environment in which all members of the community are free from unlawful discrimination and harassment.

A. Definition of Sexual Harassment.

Unwelcome sexual advances, requests for sexual favors, and other verbal and physical conduct of a sexual nature constitutes sexual harassment when:

1. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, academic rating or education;
2. submission to, or rejection of, such conduct by an individual is used as the basis for employment and/or academic decisions affecting such individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work Performance or academic performance, or creating an intimidating, hostile or offensive work or classroom environment.

B. Sexual harassment in academia includes the use of authority to emphasize the sexuality or sexual identity of a student in a manner that prevents or impairs that student's full enjoyment of educational benefits, environment, or opportunities.

C. Any faculty member, staff member or student who believes himself or herself to have been injured because of a violation of these policies should make a prompt, written report to the Assistant Dean. Any reports of sexual harassment or discrimination will be promptly investigated and referred to the appropriate body for disposition.

Chapter 2 Expectations, Rights and Responsibilities

Widener University is a corporation, chartered by the Commonwealth of Pennsylvania and the State of Delaware, with authority vested in its Board of Trustees. Appropriate authority, then, is specifically delegated by the board of the president to Widener University and through the president to other members of the administration and faculty and to individuals and groups throughout the institution. The following policies and procedures articulate specific rights or privileges the university grants students and the expectation it has for them.

The Right and Freedom to Learn

Widener University is a comprehensive teaching institution. As members of our academic community, our students are encouraged to develop the capacity for critical judgment and to engage in sustained and independent study. Free inquiry, free expression, and the responsible use thereof are essential to any community of scholars. The following guidelines have been developed to preserve and protect that community.

A. In the Classroom

1. Students are responsible for thoroughly learning the content of any course of study, but they should be free to take reasonable exception to the data or items offered, and to reserve judgment about matters of opinion, and therefore should be evaluated by their professors solely on the basis of their academic performance.
2. Widener University is prepared to protect a student through orderly procedures against prejudiced or capricious academic evaluation by a faculty member.
3. Protection against improper disclosure of information concerning a student is a serious professional obligation of faculty members and administrative staff which must be balanced with their other obligations to the individual student, the university and society.

B. Out of the Classroom

1. Campus organizations, including those affiliated with external organizations, must be open to all students without respect to sex, handicap, disability, race, age, color, religion, national or ethnic origin, marital status or sexual or affectional preference.
2. Students and student organizations of Widener are free to examine and discuss any issue and to express opinions publicly or privately, and are free to support causes by any orderly means that do not disrupt the regular and essential operation of the university. The participation by any student in any disruption or interference with the orderly programs, functions or conduct of university activities of any kind is a serious offense that may involve suspension or expulsion.
3. The student press is free of censorship and its editors and managers are free to develop their own

editorial policies and news coverage; however, Widener expects accurate reporting, correct writing, and good judgments in matter of taste.

4. As constituents of the academic community, students are free to express their views on issues of institutional policy and on matters of general interest to the student body. For this purpose School of Continuing Studies students may participate in the Council of Students [Delaware Campus] or Student Government Association [Main Campus]. University-wide, there is a Student Services Committee, chaired by a member of the faculty, on which student members sit.

Additional Student Rights and Responsibilities

The policies and procedures contained in this Handbook are premised on several basic rights for all members of the Widener community. In addition to the rights articulated in “The Right and Freedom to Learn,” students have the following additional basic rights and responsibilities.

A. The Right to Safety and Security All students have the right to a physically and emotionally safe and secure environment. This right requires that individuals must assume responsibility for their own safety and security and for that of others. Students have the right to expect that others will exercise care to ensure a secure environment. Students share this responsibility by carefully following all university and community rules and regulations. (See also “Safety and Security Regulations.”)

B. The Right to a Clean Environment All members of the Widener community share the responsibility for maintaining a clean environment.

C. The Right to Communal Property For the general welfare of the university, all students have a responsibility to exercise reasonable care in the use of personal or university property.

D. The Right to Safe and Secure Student Records The Family Educational Rights and Privacy Act of 1974 (FERPA) affords students certain rights with respect to their educational records. They are:

1. The right to inspect and review the student’s educational records within 45 days of the day the university receives a request for access. The student should submit to the registrar, dean, head of the academic department, or other appropriate official a written request that identifies the record(s) the student wishes to inspect. The university official will make arrangements for access and notify the student of the time and place the records may be inspected. If the records are not maintained by the university official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.

2. The right to request the amendment of the student’s educational records that the student believe are inaccurate or misleading. The student should write to the university official responsible for the record, clearly identify the part of the record to be changed, and specify why it is inaccurate or misleading. If the university decides not to amend the record as requested by the student, the university will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student upon notification of the right to a hearing.

3. The right to consent to disclosure of personally identifiable information contained in the student’s educational record, except to the extent that FERPA authorizes disclosure without consent. One exception

that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the university in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff). Other exceptions include a person or company with whom the university has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; a student serving on an official committee, such as a disciplinary or grievance committee; or a person assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review the educational record to fulfill his/her professional responsibility. Upon request, the university discloses educational records without consent to officials of another school in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Widener University to comply with the requirements of FERPA. The name and address of the Office that administer FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, S.W.
Washington, DC 20202-4605

Students reserve the right to withhold public disclosure of any or all items of “directory information” by written notification to the Office of University Life within two (2) weeks after the beginning of the fall and spring semesters of each academic year. Under current university policy, the term “directory information” includes a student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, degrees and awards received, most recent previous educational agency or institution attended, participation in officially recognized activities and sports, and weight and height of members of athletic teams.

Chapter 3 Annual Notice to Students Regarding Education Records

The Family Educational Rights and Privacy Act of 1974 ("Act") provides the following rights for students attending Widener University:

- A. The right of a student, with minor limitations, to inspect and review his/her education records.
- B. The right, with certain exceptions, to prevent disclosure to third parties of information from his/her education records.
- C. The right to withhold public disclosure of any or all items of so-called "directory 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 "directory 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.

D. 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.

Chapter 4 Drug & Tobacco-free Workplace

The following standards and regulations are published to help students understand Widener's expectations for their behavior. No claim is made that this document covers all the rules and regulations now in effect at Widener University. Students are referred to such publications as the *School of Continuing Studies Bulletin*, *Undergraduate Bulletin* of Widener University, *Parking Regulations Policy*, and departmental policy documents for further and more specific information on policies and regulations. Approved changes in writing may occur from time to time. Questions or formulations of new policies or regulations should be directed to the office of the Assistant Dean of the Legal Studies Program.

All students are responsible for familiarizing themselves thoroughly with all expectations, standards, and regulations.

Alcohol/Narcotics Pennsylvania and Delaware laws permit drinking of alcoholic beverages for persons over age 21. For those of legal age, alcoholic beverages are permitted in special areas where prior permission has been granted. University policy is in accordance with the laws of Pennsylvania and Delaware. Violators are subject to disciplinary action.

Widener University is dedicated to providing and promoting a healthy and productive environment for its faculty, staff, students, visitors, contractors and guests. The Tobacco-Free Policy adopted by the university in May of 2009 is consistent with that goal. By endorsing this policy, Widener University demonstrates its commitment to eliminating environmental tobacco smoke (ETS) exposure, promoting best healthcare practices and choices for individuals, and establishing a university culture of wellness.

This policy applies to all university faculty, staff, students, visitors, contractors and guests at all times.

Tobacco use includes any lighted tobacco product and/or any oral tobacco product. The use of all tobacco products is prohibited within the boundaries of Widener University campuses. The prohibited areas within each of the campuses boundaries include all buildings, facilities, indoor and outdoor spaces and grounds owned, rented and licensed by the university. This policy also applies to parking lots, walkways, sidewalks, sports venues, university vehicles and private vehicles parked or operated on university property.

Enforcement

All members of the Widener community are asked to respectfully remind faculty, staff, students, visitors, contractors and guests who are smoking or chewing tobacco on university property about the university's Tobacco-Free Policy. Small information cards will be available for distribution to tobacco users by any member of the Widener community. The cards will indicate that Widener University is a Tobacco-Free

university; they will be available to faculty, staff, students, visitors, contractors and guests. There will be guidance for assistance including the Widener tobacco-free website address.

Campus Safety staff will also be responsible for reminding any faculty, staff, student, visitor, contractor or guest who is using tobacco on university property about the university's tobacco-free policy and for providing them with a copy of the Tobacco-Free information card. Campus Safety staff may ask to see identification for faculty, staff, students, visitors, contractors and guests and complete an incident report for anyone who is found violating the university's policy. The original incident reports will be directed to the Campus Safety Office. Incident reports will be reviewed and copies of reports for students will be sent to the appropriate Student Affairs Office for processing through the student disciplinary process. Copies of reports for all employees for all campuses will be sent to the Human Resources Office in Chester for processing through the employee disciplinary process. The Human Resources Office will send a copy of the incident report to the employee's supervisor.

Campus Safety staff will give a copy of the Tobacco-Free information card to visitors using tobacco on university property and ask them to extinguish cigarettes, cigars or pipes or dispose of smokeless tobacco products. If a visitor refuses to comply with this request, Campus Safety staff may ask the visitor to leave campus.

Federal and state laws prohibit the possession, sale or use of narcotics or other dangerous drugs. Those convicted of violations of these laws are subject to heavy mandatory fines and imprisonment. Any student of Widener who within limits of the institution has in his/her possession or uses narcotics or drugs (not specifically prescribed by a physician) or brings such narcotics or drugs or causes them to be brought within the limits of the institution may be dismissed.

Chapter 5 Campus Safety

Widener University is committed to the safety and security of all members of the Widener University community. The Widener University website contains information on campus security and personal safety, including crime prevention, university law enforcement authority, crime reporting policies, disciplinary procedures, and other campus security matters. It also contains statistics for the three previous calendar years on reported crimes that occurred on campus, in certain off-campus buildings or property owned and controlled by the university, and on public property within or immediately adjacent to and accessible from campus.

The Annual Campus Safety Report for the main campus is available on the website at www.widener.edu. The Annual Security Report for the Delaware campus is available at <http://law.widener.edu/> by selecting "Campus Life," then "Campus Alerts." If you would like a printed copy of these reports, contact the Campus Safety Office at 610-499-4203 to have a copy mailed to you. The information in these reports is required by law and is provided by the Campus Safety Office.

Part II ACADEMIC CODE

Chapter 1 Course Load Requirements

A. Paralegal Studies Bachelor's Degree

Applicants who have received a high school diploma or General Education Development Certificate (G.E.D.) may enroll in the Bachelor's Degree Program for Paralegal Studies. The Bachelor's Degree requires 120 credits of course instruction, including 57 credits of legal specialty coursework, 45 credits of general instruction, and 18 credits of free electives.

B. Paralegal Studies Associate's Degree

Applicants who have received a high school diploma or General Education Development Certificate (G.E.D.) may enroll in the Associate's Degree Program for Paralegal Studies. The Associate's Degree requires 60 credits of course instruction, including 39 credits of legal specialty coursework, and 21 credits of general education.

C. Paralegal Studies or Legal Nurse Consultant Certificate

Applicants who have earned a Bachelor's Degree, an Associate's of Arts or Science Degree, or have completed 60 qualifying credits may enroll in the Paralegal Studies or Legal Nurse Consultant Certificate Program. Students must complete 24 required credits of course instruction.

D. Residency Requirements

A Legal Studies student seeking a Bachelor's Degree must be enrolled for the last 30 semester hours in courses offered by Widener University. An Associate's Degree or Certificate programs student must be enrolled for at least 15 semester hours at Widener University.

1. Academic credit earned through prior learning (such as successful scores attained in the College Level Examination Program or the awarding of credit for life/learning experiences) is not included as the residency requirement.

2. A minimum of fifty (50%) percent of credits in the student's major course of study must be taken at Widener University.

Chapter 2 Academic Progress and Academic Integrity

A. Standards for Academic Progress based on cumulative GPA

To be in good standing, students must meet the following academic progress standards:

| Semester Hours Completed | Minimum Cumulative GPA |
|--------------------------|------------------------|
| 15.5 or fewer | 1.70 |
| 16 to 30.5 | 1.80 |
| 31 to 60.5 | 1.90 |
| 61 or more | 2.00 |

Students who do not meet these standards will have their records reviewed to determine if they should be dismissed or if they should be allowed to continue their studies. If students are allowed to continue, they will be required to meet specific conditions to establish academic progress.

B. Academic Dismissal

Grounds for dismissal for academic failure to progress include:

1. Failing to achieve the minimum GPA necessary for good standing consistent with “Standards for Cumulative GPA.”
2. Failing nine or more credits in one semester.*
3. Failing to meet the specific requirements and conditions stipulated by the Legal Studies Program.
4. Students who are dismissed have the option to petition for reinstatement under specific requirements and conditions.

**Note that the two summer sessions comprise one semester.*

C. Undergraduate Satisfactory Academic Progress Guidelines

To receive and remain eligible for Federal Title IV and Widener University institutional financial aid, students must progress toward the completion of their program of study at a rate that will ensure graduation in a reasonable length of time. Widener University has established a policy that measures academic progress both quantitatively (credit hours) and qualitatively (grades) at the end of each academic year.

1. Quantitative Measurement

Undergraduate students must successfully complete a minimum of 67 percent of the total credits attempted while enrolled at Widener University. Successful completion is based on the percentage of the total (cumulative) credit hours attempted compared to the total credit hours completed. Earned credits for a course cannot be counted more than once. Grades of “I” (incomplete), “W” (withdrawal), “F” (failure), “NP” (no pass), and “Z” (no grade submitted) count as credits attempted but do not count as credits completed.

2. Qualitative Measurement

Undergraduate students must achieve the following minimum cumulative grade point average (GPA):

Credit Hours Completed Minimum GPA

15.5 or fewer completed credits 1.70 GPA

16 – 30.5 completed credits 1.80 GPA

31 – 60.5 completed credits 1.90 GPA

61 or more completed credits 2.00 GPA

A school or college within Widener University may have a higher GPA standard for graduation. Please check the Undergraduate Student Handbook for individual school and college program academic standards information.

3. Maximum Time Frame Requirements

The maximum time frame to complete the credits required for graduation is measured in credit hours attempted. The maximum time frame may not exceed 150 percent of the published length of the academic program. The maximum time frame for a transfer student may not exceed 150 percent of the published length of the program minus the number of transfer credits accepted for transfer at the point of matriculation.

4. Dismissal/Suspension

Academically dismissed or suspended students are ineligible for financial aid while suspended and must request reinstatement (or formal appeal) of aid upon readmission to regain financial aid eligibility for subsequent semesters. Academic readmission does not automatically grant reinstatement of financial aid eligibility.

5. Reinstatement

Reinstatement of financial aid eligibility is possible once the student has earned 67 percent of total credits attempted and has achieved the required grade point average, either at the student's own expense or by completing unfinished class assignments, except when aggregate hours (total hours attempted) are the cause of ineligibility

D. Specific Course Requirements

A grade of "C" or better must be obtained in the following courses in order to advance to subsequent courses:

ENGL101 Composition & Critical Thought
LEID 101 Introduction to Law
LEID 102 Legal Research
LEID 104 Legal Writing
LEID 212 Ethics and Paralegalism
All Legal Nurse Consultant Courses

E. Academic Integrity: Students are expected to uphold the principles of truth and honesty in the performance of all academic work.

- Plagiarizing or other forms of cheating.
- Knowingly supplying false information or causing false information to be supplied to university faculty or staff who are in pursuit of official duties, or to a hearing officer or board in the course of a disciplinary proceeding.
- Tampering with or unauthorized use or accession of official university records.
- Failing to comply or fully cooperate with university employees, including, without limitation, resident assistants, graduate assistants, campus safety officers, maintenance workers, and dining center personnel. This includes failure to evacuate a building when instructed to or to present an I.D. card upon demand.
- Refusing to identify oneself to representatives of the university who are in pursuit of their official duties.
- Interfering with faculty or staff of the university in the performance of their official duties.
- Disturbing the community resulting in the disruption of authorized university activities, including conduct in classrooms or laboratories.
- Failing to respond to official university business or correspondence in a timely manner.

- Misrepresenting information about, or intentional defamation of, an individual or group.
- Violating any agreement a student has entered into with the university, including, without limitation, dining service contracts and housing agreements.
- Failing to comply with any condition of a disciplinary sanction.

Chapter 3 Transfer Credits

A. Advanced Standing (Academic Credit) from Other Educational Institutions

1. Coursework must come from a regionally accredited institution of higher learning recognized by the appropriate professional body. An original transcript with institution seal and Registrar's signature is required.
2. Coursework is accepted and placed against requirements of a chosen curriculum either as equivalent to a required course or as an elective. Other eligible courses (not fitting the particular curriculum) are accepted on the transfer credit statement with an appropriate notation. Transferred electives are designated in a particular discipline area such as humanities, science, or social science, if appropriate.
3. Credit will NOT be awarded for developmental, basic, secretarial, or community service programs.
4. Generally, courses accepted for transfer must have grades of "C" or better.
 - a. grades of C- or lower may not be transferred if the cumulative GPA from all prior institutions is lower than 2.00.
 - b. no course with a grade of C- or lower may be transferred if it is a required course for the student's major.
 - c. credit for Reading, Thinking and Writing 101 may not be given for a course with a C- or lower grade.
 - d. no course credit may be given for a C- or lower grade to satisfy any general education requirement.
5. The maximum number of transfer credits that may be accepted is fifty percent (50%). The maximum number of transferable credits accepted toward the Associate's Degree is thirty (30), of which only eighteen (18) may apply toward the major requirements. The maximum number of transferable credits accepted toward the Bachelor's Degree is ninety (90) of which only twenty-seven (27) may apply toward the major requirements.
6. Legal Studies will accept the transfer of a maximum of two legal specialty courses for the general certificate or any concentration from another ABA-approved paralegal program. No more than a total of six (6) required legal or legal elective courses will be accepted for Associate's degree students from another ABA-approved paralegal program. No more than a total of nine (9) required legal or legal elective courses will be accepted for Bachelor degree students from another ABA-approved paralegal program.
7. Students requesting the transfer of courses must submit proof of satisfactory course completion, a course syllabus, and course description. Only courses from ABA-approved programs and articulation university and college partners are accepted.
8. After matriculation transfer of credit for courses at another university must have the prior approval by the Assistant Dean.

B Academic Credits

Credit may be earned in the following ways (since no grades are given for credit earned from these sources, such credit has no effect on a student's academic average):

1. College-Level Examination Program (CLEP)

Any student may take CLEP tests to demonstrate college-level competency. The subject examination measures achievement in Bachelor and Associate's general education courses. The general examination measures achievement in subject matter, which can be credited as electives.

2. The Guide to the Evaluation of Educational Experiences in the Armed Forces

The American Council on Education publishes a list of courses offered in the armed services that may be applicable to the Bachelor or Associate's general education courses. Students must present evidence through certificates or other documentation that they have successfully completed such courses.

Chapter 4

How to Calculate Your Grade Point Average (example only)

1. List each course taken with the credits and the semester grade.

| Course | credits | grade |
|----------|---------|-------|
| ENGL 101 | 3 | A |
| HIST 121 | 3 | B+ |
| BIOL 101 | 4 | B- |
| SOC 215 | 3 | W |

2. Multiply the credits in each course by the quality points that correspond with your letter grade.

| Grade | Quality Points | Grade | Quality Points |
|-------|----------------|-------|----------------|
| A | 4.00 | C+ | 2.30 |
| A- | 3.70 | C | 2.00 |
| B+ | 3.30 | C- | 1.70 |
| B | 3.00 | D+ | 1.30 |
| B- | 2.70 | D | 1.00 |
| | | F | 0.00 |

Note: P, NP, AU, I, W are not used to calculate the GPA

| Course | credits | grade | points | total points |
|----------|---------|-------|--------|-----------------------|
| BIOL 101 | 4 | B- | 2.7 | $4 \times 2.7 = 10.8$ |
| ENGL 101 | 3 | A | 4.0 | $3 \times 4 = 12.0$ |
| HIST 121 | 3 | B+ | 3.3 | $3 \times 3.3 = 9.9$ |
| SOC 215 | 3 | W | 0 | none - withdrawn |

3. Add the credits and the quality points for every course in which you received a letter grade.

| Course | credits | total points |
|----------|---------|--------------|
| BIOL 101 | 4 | 10.8 |
| ENGL 101 | 3 | 12.0 |
| HIST 121 | 3 | 9.9 |
| Totals | 10 | 32.7 |

4. Divide the total quality points by the total credits taken for the semester.

Credits = 10

Points = 32.7

GPA = Points / Credits

Semester GPA = $32.7 / 10 = 3.27$

GPA = $\frac{\text{Total Quality points}}{\text{Total credits attempted}}$

Chapter 5 Undergraduate Writing Program

A. To develop good student writing, Widener University has instituted a university-wide writing program that consists of four parts.

1. **Freshman Composition Course** - All degree students must complete ENGL 101 “Reading, Thinking and Writing.” All degree students are required to complete a 30-minute writing sample prior to placement in ENGL 101. Students who score below level 3 on the National Teachers Exam (NTE) Scoring Guide, which ranges from 0 to 6, must complete ENGL 100 “Fundamentals of English” before they can take ENGL 101.

2. **Writing Enriched Courses** - In addition to ENGL 101, all students must complete at least four courses that are designated as “writing enriched.” Writing enriched courses have three or more writing assignments that include student editing and revision so that students learn to correct their writing errors. The multiple writing assignments, including revisions, total at least 25 pages. An emphasis on “writing to learn” assignments can be found in many of these courses. Writing enriched courses are specifically designated on the schedule of course offerings.

3. **Periodic Writing Sample** - Students who need to raise their level of writing have the opportunity to complete a personal writing instruction plan coordinated by the Writing Center. Alternatively, students with a serious deficiency also have the option to take an appropriate course that addresses the deficiencies.

Students must complete the writing sample in advance of their graduation date in accordance with the following:

| Graduation Date | Deadline |
|-----------------|-----------|
| May | March 1 |
| December | October 1 |
| August | June 1 |

The following table gives the minimum score students are expected to obtain without having to complete additional work.

| Credits Toward Degree | Minimum Score |
|------------------------------|----------------------|
| 1 – 27 | 3 |
| 28 – 73 | 4 |
| 74 and above | 5 |

4. **Demonstration of Writing Competency for Graduating Students** – Legal Studies Program Bachelor’s Degree students who have 74 or more credits toward their degree will take the writing sample administered by the Writing Center and must attain a level 5 competency. This requirement must be completed prior to graduation. Associate’s Degree candidates must complete a minimum of three writing enriched courses and attain a level 4 competency on the writing sample.

B. Implementation of the Writing Program

1. **Transfer Students**

Initial Writing Sample - Transfer students will need to complete the writing sample during their first semester on campus. Mid-year transfer students will complete the writing sample during designated times as posted by the School of Continuing Studies. The writing sample is administered by the Writing Center.

2. **All Students**

Writing Enriched Courses - Current and transfer students must take writing enriched courses as required on the following schedule:

| Current students and transfer students with: | Must complete: |
|---|----------------------------|
| 1 - 27 credits | 4 writing enriched courses |
| 28 - 73 credits | 3 writing enriched courses |
| 74 or more credits | 2 writing enriched courses |

Transfer students, depending on major, may be required to take specific writing enriched courses to complete their degree. Consequently, they may need to complete more than the minimum two or three writing enriched courses listed below:

| | |
|----------|--|
| ALLH 220 | Healthcare and the Law |
| ALLH 421 | Issues in Allied Health Care |
| APSU 350 | Effective Planning and Organizing |
| ASC 400 | Values Seminar |
| ASC 409 | Senior Project |
| COMM 215 | Effective Communication |
| ED 101 | Introduction to Teaching |
| ENGL 102 | Advanced Exposition and Literature |
| ENGL 3xx | (various literature courses) ENGL 325,357,365,366 |
| ENGL 409 | Senior Seminar |
| HOSP 104 | Module VIII, Module IX |
| HOSP 105 | Hospitality Administration: Final Project (Module X) |
| HUM 225 | Women in American Society |
| HUM 320 | Religions of the World |
| IS 440 | Information Systems Planning and Management |
| LEID 102 | Legal Research |
| LEID 104 | Legal Writing |
| LEID 201 | Wills and Trusts |
| LEID 205 | Civil Practice |
| LEID 207 | Family Law |
| LEID 212 | Ethics and Paralegalism |
| LEID 222 | Healthcare law and Ethics |
| LEID 254 | Bioethics and the Law |
| MGT 452 | Management Policy and Strategy |
| NURS 125 | Introduction to Nursing |
| PHIL 110 | Critical Thinking |
| PHIL 350 | Ethics |
| PHIL 352 | Business Ethics |
| SOC 215 | The Family |
| USC 400 | Capstone Seminar |

Chapter 6 Changes in Course Schedule

A. Dropping and Adding of Courses

Prior to adding or dropping a course, students must inform the Legal Studies Student Services Coordinator. Notice to the instructor is not sufficient. A student who does not drop a course officially will continue to be marked absent and risk receiving a failing grade for the course. Failure to properly drop a course may result in additional charges on your billing account.

An add/drop period is held during the first week of each semester. All changes in your course schedule must be completed before the last day of the add/drop period.

1. A grade of "W" (withdrawal) is issued for a course that is dropped after the drop/add period.
2. A grade of "F" (failure) is issued for a course that is dropped one month prior to the end of a semester.
3. A grade of "I" (incomplete) is given to a student who has failed to complete course requirements because of excusable reasons. A Dean's Action Request must be submitted.

B. Withdrawal and Adjustment of Charges

1.

In the case of withdrawal from a course after the drop/add period tuition will not be adjusted on a pro rata basis. A student who drops a course after such time forfeits the entire semester's tuition for that course.

3. Financial Obligation

No diplomas, certificates of completion, or transcripts will be granted unless all financial obligations have been met. In addition, a student may sit for final exams, however, no final grades will be released, unless all financial obligations are met.

4. Course Enrollment

The right to cancel a course is reserved in case of insufficient enrollment.

Chapter 7 Minimum Satisfactory Standards of Academic Progress

Widener University has established a minimum standard that measures academic progress both quantitatively (credit hours) and qualitatively (grades) at the end of each semester. Students must meet the following minimum academic progress standards.

A. Measurement of Progress

Academic progress is measured at the end of each semester. The summer sessions comprise one semester. Measurement will take place in August, December, and May, in that order. The first time a student fails either the quantitative or qualitative standard, he or she will be issued a warning for the subsequent semester. A student who fails to make progress for two consecutive semesters will lose eligibility for financial aid. A student who has exceeded the maximum time frame will lose eligibility for financial aid.

B. Quantitative Measurement

The student must successfully complete a minimum of 67% of the total credits attempted while enrolled at Widener. Successful completion is based on the percentage of total (i.e., cumulative) credit hours attempted compared to the total credit hours completed. Earned credits for a course cannot be counted more than once. Grades of "I" (Incomplete), "W" (Withdrawal), "F" (Failure), and "WP" (No Pass) count as credits attempted, but do not count as credits completed. For a full definition of attempted and completed credits, please contact the Financial Aid Office.

C. Qualitative Measurement

An undergraduate student must achieve the cumulative grade point average (GPA) below:

| | |
|------------------------|------------------------|
| Credit Hours Completed | Minimum Cumulative GPA |
| 15.5 or fewer | 1.70 |

| | |
|------------|------|
| 16 to 30.5 | 1.80 |
| 31 to 60.5 | 1.90 |
| 61 or more | 2.00 |

An undergraduate student who fails nine credits in one semester, or who does not maintain a 2.0 GPA (except for a first semester freshman) will be issued a written notice of failure to academically progress and be allowed one semester to achieve the minimum qualitative measurement.

D. Maximum Time Frame Requirements

The maximum time frame to complete the credits required for graduation is measured in credit hours attempted. The maximum time frame may not exceed 150% of the published length of the academic program. The maximum time frame for a transfer student may not exceed 150% of the published length of the program minus the number of credits accepted for transfer at the point matriculation. A student who has exceeded the maximum time frame should contact financial aid for eligibility.

E. Dismissal

Students who do not maintain the minimum academic progress requirements set forth in the qualitative measurement, receive a notice of academic dismissal from the program. Students may appeal to request academic reinstatement. .

Students who are academically dismissed are ineligible for financial aid while suspended. Students must appeal or request financial aid reinstatement upon readmission to the program. Academic readmission does not automatically grant reinstatement of financial aid eligibility.

F. Reinstatement of financial aid

Students who gain reinstatement to the Legal Studies program should contact the Office of Financial Aid immediately to inquire about the requirements for regaining federal aid.

G. Appeals

A student may appeal for a waiver from the progress rules and regulations based on such mitigating circumstances as the death of a relative, a serious personal illness/ injury, change of educational objective, or other extenuating circumstances. The student must be able to demonstrate that the illness/injury or extenuating circumstance had a direct impact on the student’s academic performance. Students should also submit a written request to the Financial Aid Office.

H. Re-Entry Student

Prior academic performance will be considered when determining satisfactory academic progress for financial aid eligibility. However, if there are special circumstances, a re-entry student may submit a written appeal to the Financial Aid office.

The Financial Aid office may request additional documentation and/or a personal interview. After review, the student will be notified in writing of the action taken. Appeals, when granted, are for one semester only and the student must comply with any and all conditions attached to the waiver of the academic policy.

Chapter 8 Examination and Grading

A. Scale of Grades

The Legal Studies uses the following scale of grades and their equivalent in quality points: (Please note, University policy states **NO A+ grades are permissible**).

| <u>Letter</u> | <u>Number</u> | <u>Quality Points</u> |
|---------------|---------------|-----------------------|
| A | 93-100 | 4.00 |
| A- | 91-92 | 3.70 |
| B+ | 89-90 | 3.30 |
| B | 83-88 | 3.00 |
| B- | 81-82 | 2.70 |
| C+ | 79-80 | 2.30 |
| C | 73-78 | 2.00 |
| C- | 71-72 | 1.70 |
| D+ | 69-70 | 1.30 |
| D | 60-68 | 1.00 |
| F | Below 60 | 0 |

B. Incomplete Grades

A grade of "I" is given to a student who has failed to complete course requirements because of excusable reasons. To receive a final grade for the course, **the student must complete all requirements by the midterm of the next semester** following the semester in which the grade of "I" was given. This date will be printed in the academic schedule. On the next working day after this date, the Registrar's office will change all remaining incompletes, "I," to failures, "F."

C. Grade Changes

1. General

Any grade for a course submitted by an instructor is final when received by the Registrar and may not be changed by the instructor except as prescribed below.

2. Exceptions

A grade given by an instructor in a course, seminar, or special course may be changed by the instructor if

- a. the original grade was "Incomplete,"
- b. the grade was miscalculated, or
- c. the grade was incorrectly entered on the grade sheet.

The instructor may submit the correct letter grade to the Registrar for inclusion in the affected student's transcript.

3. Student's Application for Change of Grade

A student may apply for change of grade on the grounds that a 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 or sex initiated by the faculty member responsible for giving the grade. The application for the change of grade must be presented within one (1) month from the date of the grade for the final examination in the course. The burden of proof is on the student to prove the allegations. Any petition for change of grade under this section will be heard and determined according to the provisions of the Academic Code.

D. Legal Specialty Courses

Students must obtain a grade point average of 2.0 in all legal specialty and legal elective courses. A student who does not earn an overall 2.0 or better grade point average will not graduate.

E. Academic Honors

1. Candidates for Bachelor's

The Bachelor's Degree program's honors for graduation are as follows:

- | | | |
|----|--|------|
| a. | Summa Cum Laude (with highest distinction) | 3.85 |
| b. | Magna Cum Laude (with high distinction) | 3.70 |
| c. | Cum Laude (with distinction) | 3.50 |

2. Dean's List – Candidates for Bachelor and Associate's Degree only

A grade point average of 3.50 or higher is required for placement on the Dean's List.

3. Alpha Sigma Lambda

This is a national honor society recognizing students for outstanding academic achievement. Membership is open to all Bachelor and Associate's degree matriculated students in the Legal Studies Program who have completed a minimum of 24 credits at The Office of Graduate & Extending Learning (including 15 outside their major field) and who have a cumulative grade point average of 3.25 at the end of the fall semester and are in the top 10 percent of their class. The Office of Graduate & Extended Learning chapter is Alpha Theta. (Certificate students are ineligible.)

4. Phi Kappa Phi

The honor society of Phi Kappa Phi exists to recognize and encourage scholarship in all academic disciplines. By honoring superior scholars, it hopes to encourage others to espouse academic excellence. The Widener chapter of Phi Kappa Phi was installed May 14, 1979. Membership in the society is by invitation from the local chapter, in accordance with its regulations and the by-laws of the national organization. A Widener University undergraduate will be eligible for election to Phi Kappa Phi if:

- he/she is a junior and ranks in the upper 7.5% of the class, after completing at least seventy-two (72) semester hours; or he/she is a senior and ranks in the upper 10% of the class and;
- he/she has taken at least 60 semester hours at Widener University.
- August and December graduates who are eligible for Phi Kappa Phi membership will be invited to become members with the next class of initiates.
- Legal Studies degree candidates will be eligible for membership during the academic year of his/her graduation in accordance with the other criteria here listed.

5. LEX National Honor Society for Paralegal Studies

The Legal Studies Office received its own chapter of Lambda Epsilon Chi (LEX), the National Paralegal Honor Society on November 4, 2010. The LEX honor society is a wonderful opportunity to recognize those students with a qualifying GPA who major in paralegal studies at Delaware Law.

Each year, the Legal Studies Office extends an invitation to the student body to apply for this prestigious membership. Only those students who meet the requirements of the national organization and the requirements of the Delaware Law are invited to the induction ceremony.

Inducted students are permitted to wear their honor sash at graduation and may include their membership in their professional resume.

F. Quality Point System

The quality point/credit hour average is calculated by dividing the total credits attempted (excluding

grades of "P", "AU", "I", and "W") into the sum of the products of quality points and credits for all completed courses. Only courses taken at Widener are included in the quality point system.

G. Auditing

A student may elect to audit a course, that is, to enroll but receive no academic credit. Such a student must formally register, paying the same tuition and fees as if the course was taken for credit. The student is not subject to any of the usual academic requirements (class attendance, examinations). A decision to audit a course must be made when registering.

H. Pass-Fail Courses

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

I. Mandatory Repetition of a Course

Any student falling below the appropriate minimum GPA standard who fails a required course in his/her major must repeat the course in the next regular semester (i.e. Fall or Spring) that it is offered. A student may not take a class more than two (2) times. If a student wishes to take a class for a third time, the student must seek written permission from the Assistant Dean.

J. Withdrawal From Courses

After the drop/add period, the Legal Studies Office may grant a written request filed by a student to withdraw from a course. Permission to withdraw from a course will be granted only in cases of exceptional hardship to a student caused by circumstances beyond the student's control. The decision of the Legal Studies Office is not appealable. A withdrawal will only be permitted if the student has a well documented nonacademic extenuating circumstance. Just failing a course does not justify a late withdrawal. Students are responsible for consulting with the financial aid office if a withdrawal is considered, as withdrawal from a course may affect student academic progress.

Part III REGULATIONS

Chapter 1 Examinations

A. Examinations

1. Students with Special Needs

Any student with a special needs is responsible to inquire of the Director of Disabilities Services regarding the examination process and appropriate accommodations. The Director of Disabilities Services will then discuss the appropriate accommodations with the Assistant Dean, who will contact the student's professors with the recommendations set forth by the Director of Disabilities Services. Please refer to Part IV, Chapter 3 for further explanation.

2. Deferred Examinations

a. Scope

This section applies to all examinations, including any take-home examinations, whether administered during the final examination period or not.

b. **No Right to Defer**

No student has a right to defer an examination. A student who fails to take an examination when scheduled to do so will receive an "F" for the examination, unless the examination has been deferred according to the procedure outlined in this section.

c. **Policy on Deferral of Examinations**

Since examination schedules are published for students at the time students register for courses, students are bound by the published examination schedule. Final examinations will only be deferred only for good cause. Examples of good cause include:

1. serious personal illness or injury;
2. serious injury, illness or death in the immediate family;
3. and other like events beyond the student's control that prevent the student from taking the final examination when scheduled.

3. Departure From Examination Schedule

No student may have an examination deferred without first completing a Dean's Action request for permission to defer an examination. 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 professor shall be notified of such cause for deferral as soon as possible. The professor may prepare a new examination to be given at the make-up time for the student whose examination has been deferred. Deferred examinations must be taken within one week of the original examination date. Students are provided registration materials indicating the time and date of final examinations, an examination will not be deferred because a student is enrolled in two courses having examinations on the same day, or on two consecutive days.

4. Emergency Deferred Examination

If a student is unable to take an examination for good cause, as defined in Section 2(c) above, that arises within 24 hours immediately prior to the final examination time, the student may inform the professor to request permission to defer the examination. If the student cannot inform the professor, the student may miss the examination and apply for a deferral immediately after the examination date and must indicate the reason for deferral.

The Assistant Dean may defer an examination under this section for up to 48 hours on a telephone explanation showing reasonable cause to believe the student, acting in good faith, cannot take an examination because of some event which is not the student's own fault.

5. Illness During Exam

If a student becomes ill during a seated examination or is otherwise unable to continue and complete the examination, the student should notify the professor and leave all examination materials with the professor. The professor should notify the Assistant Dean as soon as possible.

Chapter 2 Attendance Policy and Procedure

A. General

No student may miss more than twenty percent (20%) of the regularly scheduled classes in any

course or seminar. Any student who misses more than twenty percent (20%) of classes will not be permitted to take the final examination or submit any other work.

B. Absence Interpretations

1. Students Who Enter Courses During Add-Drop Week

A student who adds a course during the add-drop week should not be counted as "absent" for the day or days missed prior to adding the course.

2. Students Who Miss More Than Twenty Percent (20%) of Classes

The Academic Code requires that a student receive an "F" for excessive absences in a major required course and a "W" for excessive absences in an elective course. No more than 2 classes may be missed during the Summer Session; no more than 3 classes may be missed during the Fall and Spring semesters.

3. Hardship Relief

A student who misses more than 20% of the scheduled meetings of a major required course due to sickness, death in the family, religious observance, or economic hardship, etc., may petition the Assistant Dean to have a grade of "W" entered for the course in place of a grade of "F."

C. Cancellation of Classes

1. No Class Cancellation Without Prior Approval

The Assistant Dean must approve a class cancellation by any professor or instructor. Class cancellations should be kept to a minimum. Any cancellation requires the professor of the course to replace any lost classroom time missed as a result of the cancellation.

D. Emergency School Closing

1. Delaware Campus Procedure

The decision to close or not will be made by the President of the University by 6:30 a.m. for day classes and by 2:00 p.m. for evening classes. Updates on emergency school closing can be found on the Delaware Law School home page, by listening to radio stations WDEL and AM 1150 (Delaware residents) or KYW and AM 1060 (Philadelphia area residents), or by watching television stations WCAU TV and FOX TV for the Day Closing Number - 967 or the Evening Closing Number - 2967. Students may also call the Delaware Campus Switchboard (302) 477-2000.

E. Leave of Absence

1. Withdrawal Presumed

A student who does not attend any regularly scheduled classes for more than the permitted number of absences and who has not been given permission for a leave of absence is presumed to have withdrawn from the Legal Studies Program. A student who has withdrawn is ineligible to return without special permission from the Assistant Dean.

2. Extreme Hardship

A student who must drop all classes due to extreme hardship, 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.

3. Ineligible to Take Course While on Leave

A student may not register for any courses while on leave of absence, but may make up

any incomplete work, including deferred final examinations.

F. Medical Leave of Absence

1. Generally

Any student may apply for medical leave of absence from the Legal Studies Program for extreme hardship including, but is not limited to, treatment by a residential treatment center, physician, psychologist or drug counselor. A request for medical leave of absence should be submitted in writing to the Assistant Dean, 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.

2. Term

Medical leave of absence will 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.

3. Not Available to Students Charged With Crimes

A student who has been charged with a crime with intent to distribute or sell an illegal substance, or a student charged with trafficking of an illegal substance will not be allowed to take medical leave of absence, unless charges are dismissed.

Chapter 3 Graduation

A. Requirements

The curriculum ladders in the Legal Studies Program located on the Delaware Law website and in the Curriculum section of this Student Handbook, set forth the courses required for graduation.

1. In order to graduate from the Legal Studies Program of Widener University Delaware Law School, a student must:

- a. satisfactorily complete all required courses in the curriculum,
- b. have at least a 2.0 overall grade-point average, and a 2.0 cumulative average for the major,
- c. have cleared any "I" (Incomplete) grades from his/her record,
- d. satisfy residency requirements by taking the last thirty (30) credits of classroom instruction at Widener University Delaware Law School ,
- e. take at least fifty (50%) percent of major courses at Widener University Delaware Law School,
- f. complete the requisite number of writing enriched courses,
- g. complete the School of Continuing Studies Writing Sample with a competency level of 4 for an Associate's Degree and level 5 for a Bachelor's Degree,
- h. submit a Petition to Graduate,

- i. be current with tuition
- j. complete the graduation survey

B. Petition to Graduate

Every student must apply for graduation by filing a petition to graduate. Failure to complete the petition will result in student's failure to graduate.

1. A student who anticipates qualifying for graduation should arrange for an advising session with the Legal Studies Student Services Coordinator when 90 credits have been earned if seeking the Bachelor's Degree and when 50 credits have been earned if seeking the Associate's Degree.
2. When the student has determined the expected graduation date, a Graduation Petition is completed and submitted to the Legal Studies Student Services Coordinator. The degrees are conferred three times a year, but only one ceremony is held in May.
3. When the Graduation Petition is received, the student's academic record is reviewed. The student will be notified regarding approval or denial of the petition.
4. If denied, the student must re-petition indicating the new expected graduation date.
5. When approved for graduation, a student is notified of all details regarding the commencement exercises.

C. Walk-through Policy

Students who have a cumulative grade-point average equal to or greater than 2.0, and who have not more than nine (9) credits (Bachelor's Degree) or four (4) credits (Associate's Degree) remaining to complete the requirements for the degree may petition for permission to "walk-through" the May graduation ceremony. To petition for permission to "walk through" the ceremony, the student must petition before March 1st:

D. Conferring of Degrees

Students who complete their Bachelor or Associate's degree graduation requirements by the end of the spring semester and petition to graduate that semester will have degrees conferred at the commencement exercises in May at the Widener University Chester Campus. Students who complete their requirements and have petitioned to graduate during either the summer or fall semester will be listed as having graduated in either August or December of that year, respectively. There will be no graduation exercises at that time, but students may elect to attend the commencement exercises the following May if they so desire. Degrees for these students will be conferred after the actual graduation date of either August or December.

Chapter 5 Miscellaneous Provisions

All students, faculty and staff give Widener University's legal representatives the irrevocable right to use their name, picture, portrait, or photograph in all forms and media and in all manners for advertising, trade or any other lawful purposes, and waive any right to inspect or approve the finished product, including written copy, that may be created in connection therewith, unless the Assistant Dean has received prior written notification as to otherwise intent.

Part IV Code of Conduct

Chapter 1 Violations

A. Jurisdiction

Any alleged violation of this Code of Conduct committed by a student will be heard and determined by a committee selected by Widener University and Delaware Law School.

B. General Ethical Considerations

Students shall strive to become competent individuals by acquiring and following a standard of conduct while enrolled in the paralegal studies or legal nurse consultant program. Students are subject to the ethical requirements governing the paralegal profession, as well as the specific provisions of this Code. The well-being and integrity of the paralegal profession and of the student body of the paralegal studies program depends upon the maintenance of the highest ethical standards. If a student is found to be in violation of any conduct prohibited in this Handbook, and either voluntarily withdraws entirely from the program or is dismissed from the program based on a code of conduct violation, the student may not apply for re-admission into the Legal Studies Program for at least one year following the withdrawal or dismissal. If a student who has been dismissed or voluntarily withdraws because of a code of conduct violation and wishes to reapply, application materials with a writing to show cause why admission should be granted.

C. 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.

1. Cheating on any examination or other school assignment, including but not limited to:
 - a. the unauthorized giving or receiving of material aid or assistance;
 - b. the unauthorized use of information;
 - c. the unauthorized submission of work which has already been submitted in satisfaction of other coursework; or
 - d. the giving or obtaining of any unfair academic advantage.

2. Plagiarism (**Please also see the Academic Integrity Policy in next section**)

Plagiarism is defined as the unauthorized appropriation or insufficient acknowledgment of the ideas or written work of another. Plagiarism on papers and other school assignments includes, but is not limited to, the following:

- a. the knowing or reckless copying or paraphrasing without attribution of any material written by another;
- b. the knowing or reckless submission of work written in whole or in substantial part by someone other than the student submitting the work and submitting as the student's own work;

c. the knowing or reckless use of the language of another, but without identification by quotation marks or otherwise, even though the source is cited in the student's work.

3. **Misuse of Library Materials**

The mutilation, defacement, concealment or wrongful appropriation of any law school materials.

4. **Misrepresentation to Gain Admission**

The knowing or reckless misrepresentation or nondisclosure of any material fact concerning qualification for admission to the Legal Studies Program.

5. **False Representation of Attendance in Class**

The knowing or reckless misrepresentation of attendance in class.

6. **Combination or Agreement to Violate Code**

Any combination or agreement to violate any provision of this Code between two or more persons, one of whom is a student subject to this Code, is a violation of the Code. If any member of the combination or agreement commits a violation of the Code in furtherance of the combination or agreement, all other members of the combination or agreement shall be deemed to have participated in the commission of the act, and shall be subject to the same sanctions as if they have committed the act.

7. **Harassment**

Any oral or written statement to any person or other act done with the intent to cause any student who has reported a Code of Conduct violation to fear for the safety of him/herself, his/her family members or friends or to ridicule or embarrass any such person.

8. **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.

9. **General**

Any action that serves to undermine the integrity of the academic process involving violence, dishonesty or breach of school policy.

Chapter 2 Academic Integrity Policy

A. Statement on Academic Integrity

Widener University strongly supports the concept of academic integrity and expects students and all other members of the Widener University community to be honest in all academic endeavors. Cheating, plagiarism, and all other forms of academic fraud are unacceptable; they are serious violations of university policy. In some circumstances, students' conduct may require review under the research integrity policy, the freedom to learn policy, the judicial review policy, and other university policies. Widener University expects all students to be familiar with university policies on academic integrity. The University will not accept a claim of ignorance against such a charge.

B. Violations of Academic Integrity

Violations of academic integrity constitute academic fraud. Academic fraud consists of any action that serves to undermine the integrity of the academic process or that gives the student an unfair advantage, including but not limited to:

- inspecting, duplicating, or distributing test materials without authorization.
- cheating, attempting to cheat, or assisting others to cheat.
- altering work after it has been submitted for a grade.
- plagiarizing.
- using or attempting to use anything that constitutes unauthorized assistance.
- fabricating, falsifying, distorting, or inventing any information, documentation, or citation.

Each student's program may have on record additional specific acts particular to a discipline that constitutes academic fraud. These specific acts are specified in relevant handbooks or course syllabi.

C. Statement on Plagiarism

One of the most common violations of academic integrity is plagiarism. Plagiarism can be intentional or unintentional. However, since each student is responsible for knowing what constitutes plagiarism, unintentional plagiarism is as unacceptable as intentional plagiarism and commission of it will bring the same penalties. In many classes, faculty members will provide their definitions of plagiarism. In classes where a definition is not provided, students will be held to the definition of plagiarism that follows:

D. Definition of Plagiarism

Plagiarism—submitting the work of others as one's own—is a serious offense. In the academic world, plagiarism is theft. Information from sources—whether quoted, paraphrased, or summarized—must be given credit through specific citations. When a student paraphrases a work, it is still necessary to cite the original source. Merely rearranging a sentence or changing a few words is not sufficient. The citation style should be appropriate for the discipline and should clearly indicate the beginning and ending of the referenced material. All sources used in the preparation of an academic paper must also be listed with full bibliographic details at the end of the paper, as appropriate in the discipline.

E. Faculty and Student Responsibilities

- Every student, faculty member, and administrator is responsible for upholding the highest standards of academic integrity. Every member of the Widener community shall honor the spirit of this policy by refusing to tolerate academic fraud.
- When expectations for a course are not addressed in this policy, it is the responsibility of the instructor to provide students with additional guidelines for what constitutes “authorized” and “unauthorized” assistance.
- It is the responsibility of every student to seek clarification if in doubt about what constitutes “authorized” and “unauthorized” assistance. In cases of collaborative work, all students within the collaborative group may be responsible for “unauthorized” assistance to any individual student within the collaborative group.
- Students are required to obtain permission prior to submitting work, any part of which was previously or will be submitted in another course. The instructor has the option of accepting, rejecting, or requiring modification of the content of previously or simultaneously submitted work.

A student who suspects that a violation of academic integrity has occurred should report that violation to the Assistant Dean of the Legal Studies Program. In this report, the student should describe any action taken, such as talking with the person involved or with a faculty or staff member. Every effort will be made to preserve the anonymity of the student reporting the incident; however, confidentiality

cannot be guaranteed.

F. Resolution for matters specific to Legal Studies Courses

Process

- A faculty member who becomes aware of possible academic fraud should inform the Assistant Dean of Legal Studies in writing immediately.
- The student will be informed of the allegations and provided an opportunity to respond within five business days. If the student fails to respond to this opportunity, the student forfeits any right to appeal the decision to the college level and the faculty member will determine the penalty.

Penalties

The penalty for academic fraud in any course may result in failure for the course. The following list of adjudications shall be applied in the following order:

- Formal warning.
- Reduction in grade for the assignment.
- Reduction in the grade for the course.
- Failing grade for the assignment.
- A failing grade (F) in the course
- A failing grade (XF) in the course (a grade of XF will appear on the transcript and be defined on the transcript as failure as a result of academic fraud).

RESOLUTION for matters specific to General Education Courses at Widener University

Please see Widener University Handbook for Extended Learning Process

Chapter 3. Disabilities Services

The office of Disabilities Services provides services to students with learning disabilities, physical disabilities, and psychological disabilities. Disabilities Services serves as a campus advocate for the needs of students with disabilities. Its goal is to ensure that all students have an equal opportunity to access academic programs and other aspects of university life. The Office of Disabilities Services is located at 520 E 14th Street and can be contacted at 610-499-1266. Any student, faculty, or staff member who wishes to request accommodations should contact the Disabilities Services office in order to document their request and receive information on the policies of Widener University. Information and questions from students, faculty, and staff about the accessibility of Widener's academic programs and facilities should be directed to this office and should not be directed to the Legal Studies Program. The Legal Studies Program will fully comply with any request made by Disabilities Services to the Legal Studies Program with regards to providing accommodations for students, faculty or staff. Only under the recommendation of the Director of Disabilities Services may the Legal Studies Program make accommodations to students, faculty and staff under the policy set forth by Widener University.

Chapter 4 Sanctions

A. Recommended Sanctions

The following sanctions may be imposed by the Assistant Dean of the Legal Studies Program:

1. expulsion from the Legal Studies Program;
2. suspension from the Legal Studies Program 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. an oral or written admonition; or
7. probation with conditions as determined by the Assistant Dean.

All Faculty, Administrators and Students are responsible for maintaining current with updates to the Policies and Procedures within his Handbook, The Widener University Handbook and Delaware Law School Handbook.

Part V Veterans Education Benefits Policy

Veterans Education Benefits

The Registrar Office is the office that certifies enrollment to the Department of Veterans Affairs. Please provide a copy of your certificate of eligibility to have your enrollment reported. Widener does participate in the Yellow Ribbon Program.

The Yellow Ribbon Program

The Yellow Ribbon Program, part of the Post-9/11 GI Bill, is a voluntary program that allows universities to fund additional tuition expenses exceeding the amount of the core benefit provided by the Post-9/11 GI Bill, which is determined based on the highest public in-state undergraduate tuition rate. Institutions participating in the Yellow Ribbon Program can contribute up to 50% of the expenses that exceed the base benefit, and the Department of Veterans Affairs then matches the amount provided by the institution. Delaware Law will fund up to ten JD students on each campus with an unlimited contribution per student, not to exceed the cost of tuition. Students must provide a copy of your Certificate of Eligibility approved for the Post-9/11 GI Bill at the rate of 100% with at least 5 months of eligibility remaining. Students participating in the Yellow Ribbon program will pay nothing out of pocket towards their tuition for the fall and spring semesters. Summer expenses will be determined by how much of the maximum award was used during the fall and spring. After the base

award, the Law School and VA will split the balance of the tuition due. The contribution will be paid by grant or scholarship with any previously awarded scholarship funds constituting the school's Yellow Ribbon contribution to that student.

Veterans Benefits and Transition Act of 2018

A student who anticipates receiving educational assistance under chapter 31, Vocational Rehabilitation and Employment, or chapter 33, Post-9/11 GI Bill benefits is provided with the opportunity to enroll in and attend classes, without any late fee being imposed, even if the student's anticipated educational assistance from the VA Educational Benefits has not yet arrived at the University. In addition, a student will be able to utilize all University student services, including the library. This policy is in place for students who have provided to Widener University a certificate of eligibility for entitlement (this may include a Statement of Benefits obtained from the Department of Veterans Affairs' (VA) website e-Benefits, or a VAF 28-1905 form for chapter 31 authorization purposes for the upcoming term. The policy may cease once the VA has made payment to the University OR 90 days after the University has received the certificate of eligibility and certified tuition and fees. For Chapter 31 and Chapter 33 Educational Benefit recipients, Widener University requires students to complete a form and possibly provide additional information to the VA Certifying Official so their certification of enrollment is accurate.