9-1-1988

1988-1989 Student Handbook

Georgia State University College of Law

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Your Guide through the Maze of the GSU College of Law

Student Handbook 1988–89

Prepared by Administrative Staff
Cover design — Sondra Willis
GEORGIA STATE UNIVERSITY
COLLEGE OF LAW

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ROBERT H. WALLING, B.S., LL.B., LL.M.
CAROLYN S. WEEKS, B.A., J.D.
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Open Letter to All Incoming Students

Dear New Law Student:

Welcome to the Georgia State University College of Law. I am certain that your tenure at Georgia State will be rewarding and fulfilling.

We have compiled a student handbook for your use. This handbook gives you easy access to pertinent information about the law school. Please take the time to read it carefully.

Feel free to call me or visit me at my office concerning any questions you might have about the school and our policies and procedures.

My phone number is 651-2033. My office is located in the Administration Suite, Room 102. Have a good year!

Sincerely,

Raytheon M. Rawls
Assistant Dean

RMR:dt
Open Letter to All Incoming Students

Dear New Student:

Welcome and congratulations! The work which brought you here should be recognized as excellent, laudatory, and exceptional. The odyssey on which you embark will lead you through a plethora of library books, classroom arguments, late night study sessions, and bizarre mental states (but then that's the mens rea required). But when it's all said and done you'll find it to have been both an incredible life learning experience and a delightful pleasure, in a sado-masochistic sort of way. When you're through with it all, you'll be glad you did it, and even more glad that you'll never have to do it again.

I am the President of the Student Bar Association (SBA). The SBA consists of all students of the College of Law; in other words, the SBA is you. It is governed by an Executive Board of Directors, who oversee all student concerns. The Board is responsible for managing student needs, addressing student concerns, and resolving student complaints. In these capacities the SBA Executive Board is there for you. Should you have any concerns, worries or questions (now there's a stupid question), give us a call, seek us out, pin us down, and we'll see that your questions get answered, your worries get abated, and your concerns get addressed.

Considering the divergence of your personal and professional experience, traditionally you bring to the classroom and to the school a wealth of opinion, of fact, of emotion, of understanding, that makes the sharing of the whole process so rewarding. You make the school.

I look forward to meeting and talking with each one of you during the week of orientation, your ensuing year and especially of the Traditional Annual Law School Orientation Party to be held this year on August 27 at 8:00 (see a copy of your Summons enclosed).

Here's to yet another banner year for the Georgia State University College of Law!

Sincerely,

Michael E. Manely
President
Student Bar Association

MEM:dt
SUBPOENA

United States District Court
Student Bar Association

v.
ALL INCOMING STUDENTS

Docket No. 88/89 ORIENTATION PARTY

Type of Case CIVILIZED

Subpoena for PERSON

ALL GEORGIA STATE UNIVERSITY COLLEGE OF LAW STUDENTS INCLUDING, BUT NOT LIMITED TO, THOSE BEGINNING AUGUST, 1988

YOU ARE HEREBY COMMANDED to appear in the United States District Court at the place, date, and time specified below to testify in the above-entitled case.

PLACE
AMERICAN LEGION HALL
1071 PIEDMONT AVE
ATLANTA, GA.

COURTROOM
GRAND BALL ROOM

DATE AND TIME
SATURDAY AUGUST 27, 1988
8:00 PM

YOU ARE ALSO COMMANDED to bring with you the following document(s) or object(s): (1)

Happy Feet and Dancing Shoes for Live Band "Hodads"
Document for Proof of Age
Appetite for Appetizers
Thirst for Thirstquenchers
Mood to Mingle

☐ See additional information on reverse

This subpoena shall remain in effect until you are granted leave to depart by the court or by an officer acting on behalf of the court.

US. MAGISTRATE(2) OR CLERK OF COURT
Ben H. Carter

DATE
July 22, 1988

DEPUTY CLERK
Marcia Bond, SBA Senator, 352-3096

ATTORNEY'S NAME AND ADDRESS
Michael E Manely
President, SBA

☐ Plaintiff ☐ Defendant ☒ SBA Attn.

(1) If not applicable, enter "none."

(1) A subpoena shall be issued by a magistrate in a proceeding before him, but need not be under the seal of the court. (Rule 17(a), Federal Rules of Criminal Procedure.)
Semester Calendar
1988-89

**SUMMER 1988**
- June 20: Classes begin (Monday)
- July 4: Holiday, no classes
- August 5: Classes end (Friday)
- August 8-16: Examinations

**FALL 1988**
- August 22: Orientation/Legal Method for first-year students
- August 29: Classes begin
- September 5: Labor Day, no classes
- November 23-25: Thanksgiving Holiday: No classes (Wed-Fri)
- December 5-7: Students follow Wed-Fri class schedule
- December 7: Classes end
- December 8-9: Make-up days
- December 12-22: Examinations

**SPRING 1989**
- January 9: Classes begin
- January 16: Martin Luther King, Jr. Birthday: No classes
- March 6-10: Spring Recess
- April 21: Classes end
- April 24-25: Make-up days
- April 26--May 6: Examinations

**SUMMER 1989**
- May 15: Classes begin
- June 30: Classes end
- July 1-4: Long Holiday Weekend: No Classes
- July 5: Make-up Day
- July 6-14: Examinations
Associate Dean for Academic Affairs, Charles A. Marvin

Acting at the direction of the faculty, the Associate Dean administers academic policy including:

**Academic Standards** - deals with the requirements for completion of the Juris Doctor degree program of the college. Included in this function are enforcing the minimum and maximum hours for which students may enroll in the six and the nine semester program, standards for graduation, and waivers of requirements and prerequisites.

**Academic Standing** - deals with the enforcement of the academic requirements for continuing in good standing as a student in the College. Included in this function is the administration of the program for considering requests for readmission on probationary status from students who have excluded themselves from the College by failing to maintain a required grade average by the checkpoint set by the College.

**Code of Student Conduct** - oversees the elaboration of standards relating to the administration of the Code with the Student Affairs Committee, the Dean and the Student Honor Court.

Provides advisement to the Dean regarding policy and administration and performs other duties as assigned by the Dean.

---

**Assistant Dean, Raytheon M. Rawls**

Coordinates student organizations and activities; responsible for policy development and administration of law school admissions, records, placement, financial aid, recruitment, publications, special programs, personal/academic counselling.

---

**Department of Academic Services**

<table>
<thead>
<tr>
<th>Associate Registrar</th>
<th>Associate Director of Admissions &amp; Financial Aid</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sarah S. Wallace</td>
<td>Cheryl J. Jackson</td>
</tr>
</tbody>
</table>

- registration
- grades
- academic standing
- bar certification
- release of student information
- graduation audits
- faculty evaluations
- scheduling

**Career Planning Placement Office**

<table>
<thead>
<tr>
<th>Director of Placement</th>
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</thead>
<tbody>
<tr>
<td>Beth S. Brown</td>
</tr>
</tbody>
</table>

(See Placement Section)

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**Administration Office**

The Director of Administration is responsible for budget development and management, personnel administration, computer support services, space and facilities. Generally, the Director of Administration is responsible for the non-academic operations of the College of Law.
Development Office

The primary goal of the Development Office is to identify sources and solicit funding for student scholarships. Since state funds may not be used for scholarships, the College of Law must seek support from private sources. Since August 1987, several scholarship pledges and gifts have been made to the College of Law.

The Director of Development is also responsible for the publication of the GSU Law Letter which is the newsletter for the College of Law. It is an important vehicle of communication between the College, alumni, donors, friends and donor prospects. The Law Letter contains a message from the Dean, Faculty profiles, College of Law activities and alumni news. The Law Letter is mailed to over 1300 recipients.

The Director of Development provides staff support to the College of Law alumni club.

Other responsibilities of the Director include bar relations and public information.
ACADEMIC SERVICES

REGISTRATION

It is the student's responsibility to meet registration and fee payment deadlines. Relevant dates will be posted on the Administrative Bulletin Board.

Registration for classes will occur approximately four weeks prior to the term in which a student wants to enroll. New students will be notified of the dates; continuing students will have a letter of eligibility to register placed in their mailboxes.

A schedule of classes will be published by the Office of the Associate Dean. Students are required to review the schedule, complete the registration form (sample, next page), and return it to the Office of Academic Services for processing. The Office of Academic Services is located in room 102 of the Urban Life Center.

Schedules will be processed two weeks prior to classes, except for MBA/JD candidates, students requiring childcare or those with early financial aid releases. As schedules are received, students will be notified that they are available and can be picked up from the Office of Academic Services. Fees can be paid in the Student Accounts Office, room 100, Sparks Hall.

Students will be notified of registration holds placed by the library, student accounts, Financial Aid or any other academic unit. It is the student's responsibility to respond to and clear all holds.

If the removal of the hold prevents timely registration because of circumstances beyond the student's control, the student may contact the Associate or Assistant Dean to review options for registration. This must be done in a timely manner.

Independent Research Projects, Overloading and Lightloading

Any student desiring to prepare an independent research project, or register for an overload or lightload of classes must gain approval, prior to registration, from the Associate Dean. This rule also applies to students moving from part-time to full-time status, or vice versa.

Courses which require faculty permission or administrative authorization must be approved prior to registration.

Dropping, Adding, and Transferring Classes

Students must obtain the permission of the Associate or Assistant Dean prior to dropping or adding classes.

A student enrolled under an instructor in a sequential course is required to continue enrollment under that instructor until the sequence is completed. No transfer will be allowed to another section involving another instructor except when the transfer is from a day section to an evening or vice versa. Permission from faculty members involved is required.

A student who withdraws during the sequence of a course will be permitted to reenter that course only in sequence with the same instructor unless the instructor before the commencement of the ensuing fall semester has determined that material changes will be made in that course which will make it inappropriate for a previously enrolled student to reenter the sequence except at the beginning. If this occurs, the student must reenter the sequence and the outstanding IP grade will be converted to a W.
(Please Print)

____________________________________ TERM SCHEDULE 19

Name

Last ____________________________ First ____________________________ Middle ____________________________

SSN ____________________________ Telephone #: (B) ____________________________ (H) ____________________________

COURSE SELECTION

(1) CRS Prefix & Number Computer # Days Faculty Credits
ald ____________________________ __________ __________ __________ __________

(2) ____________________________ __________ __________ __________ __________
ald ____________________________ __________ __________ __________ __________

(3) ____________________________ __________ __________ __________ __________
ald ____________________________ __________ __________ __________ __________

(4) ____________________________ __________ __________ __________ __________
ald ____________________________ __________ __________ __________ __________

(5) ____________________________ __________ __________ __________ __________
ald ____________________________ __________ __________ __________ __________

(6) ____________________________ __________ __________ __________ __________
ald ____________________________ __________ __________ __________ __________

____________________________________ Date

Student's Signature
REFUND SCHEDULE

The refund policy of Georgia State University is as follows:

Students formally withdrawing from class(es) after the last scheduled registration without penalty date shall be subject to application of the following refund policy for matriculation and tuition:

Students who formally withdraw from class(es) during the week following the last scheduled registration-without-penalty date are entitled to a refund of 80% of the fees paid.

Students who formally withdraw from class(es) during the second week following the last scheduled registration-without-penalty date are entitled to a refund of 60% of the fees paid.

Students who formally withdraw from class(es) during the third week following the last scheduled registration-without-penalty date are entitled to a refund of 40% of the fees paid.

Students who formally withdraw from class(es) during the fourth week following the last scheduled registration-without-penalty date are entitled to a refund of 20% of the fees paid.

Students who formally withdraw from class(es) after a period of four weeks has elapsed from the last scheduled registration-without-penalty date will be entitled to no refund of any part of the fees paid by them for that semester.

For the Summer term, no refunds will be issued after the third week of classes.

Only in the event of a student's death, at any time during an academic term, will a refund of all semester non-resident fees, matriculation fees, and other mandatory fees be made.

Refer to the Schedule of Classes for specific dates and time of each refund period. The date to be used in determining eligibility for a refund will be the date the withdrawal is executed in the Office of the Registrar.

The following are not entitled to any refund of fees paid:

Students who withdraw after a period of four weeks has elapsed from the last scheduled registration-without-penalty date.
Students who leave the University when disciplinary action is pending.
Students who do not withdraw formally.

Students withdrawing from Georgia State University will be required to surrender all University identification cards and permits.

Requests for refunds must be made in writing to the Student Accounts Office at the time of withdrawal.
Pre-Authorized Debit

This form of payment authorizes the Office of Student Accounts at GSU to debit student fees directly from your checking or savings account. You choose or decline this option every semester, so you are not locked into paying by automatic debit from now on. One advantage of Pre-Authorized Debit is that your bank account is debited on the day following the fee deadline. Another advantage is that you avoid the lines!!! If you elect the automatic debit option, you need do nothing more; your fees are paid automatically. You will be mailed a receipt called a Confirmation Form. To be eligible to participate in this process for Spring Semester, you must notify Student Accounts of your intentions by September 30. Contact the Office of Student Accounts at 651-2362 to initiate this form of payment for future semesters. Remember, if you want to pay by Pre-Authorized Debit, you must indicate accordingly during your final registration transaction.
Late Registration Fee

A student who fails to register during the periods set aside for regular registration will be required to pay a Late Registration fee at the following rate: $10 for the first day and $5 for each additional day, up to a maximum of $20. Individuals who attempt to register late without prior approval of the Associate or Assistant Dean may forfeit their right to register for classes. Attending a class without registering is a violation of the Code of Student Conduct.

Examination Numbers

Law school examination grades are not recorded by faculty members by student name or social security number. Each term, students are randomly assigned anonymous numbers which are to be used on all papers and examinations.

Students may pick up these examination numbers up from the Administrative Offices located in Room 102 of the Urban Life Center. For more specific dates, please consult the academic calendar.

To obtain an examination number, students must bring their GSU picture identification card and their quarterly student identification card to the Administrative Offices of the College of Law. Examination numbers will not be issued to students without these identification cards. Duplicates of these documents can be obtained through the University Registrar's Office, Room 208, Sparks Hall.

Please note that failure to obtain an examination number or to use a number that has not been officially assigned will result in grades being withheld for sixty days.

Grades

Grades are reported to the Office of Academic Services thirty days after the last officially scheduled examination. Upon receipt and verification, grades are mailed to students.

Grades will not be released to anyone other than the student to whom they are assigned and will not be released over the telephone. Release of any grade information to other parties must be authorized in writing by the student.

Progress Reports/Transcripts

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, all requests for release of any confidential information on a student must be authorized in writing by the student. Students are encouraged to review the Information Request, Release of Information to Bar Examiners and the Approval for Student Data forms, to familiarize themselves with the type of information that can be authorized for release. (See attached forms.)

Students may request copies of their progress reports in order to assess their academic progress or to review their records with their faculty advisors. Students may request a progress report by completing the Information Request Form.
Students who need transcripts for employment, loan deferrals, interviews, bar certification, and employer reimbursements should request these items by completing the Information Request Form. Please be sure to indicate whether the transcript should reflect current or end-of-term release.

**Academic Standing and Class Ranking**

Academic standing is determined by the student's grade point average, based upon the criteria established by the faculty of the College of Law. The current practice is to assess students at the conclusion of each academic year, after Spring Term.

As established by the faculty, the criteria for good academic standing is to maintain a 72 cumulative grade point average for the first academic year and to maintain a 73 grade point average every year thereafter. Students who fall below this level receive special notification from the Office of the Dean.

As established by the faculty of the College of Law, class rankings are currently determined at the conclusion of the Spring Term of each academic year. These rankings are mailed to students at the conclusion of the Spring Term grading period.

**Bar Certifications**

Students may request that the College certify their eligibility, notification of graduation, or notification of credits to various state bar examiners. Standard bar certification forms and release-of-information to bar examiners forms will be completed and forwarded to these offices upon request by students.

**Make-up Examinations**

Students are allowed to take make-up examinations only in cases which comply with the twelve-hour rule: (1) when there is a direct conflict with another scheduled examination, (2) when more than one examination is given on the same day; (3) when an examination is scheduled on an evening and the second examination is scheduled within twelve hours of the first. Also, consideration may be given to part-time evening law students bearing heavy responsibilities outside of the law school when examinations are scheduled on three or more evenings consecutively. One of these examinations can be scheduled as a make-up examination.

Students who request a make-up examination because of illness may be asked to present a doctor's excuse. Students who request a make-up examination because of a death in the family may be asked to provide a death certificate. A non-refundable airline ticket does not, in itself, constitutes a permissible excuse for missing a scheduled examination.

Make-up examinations must be approved by the Associate or Assistant Dean.

**Change of Residence Status**

Individuals who enter Georgia State University as nonresident students, but who later claim to qualify as legal residents for fee payment purposes, must file a "Petition for Georgia Residence Classification" form, which may be obtained from the Residence Auditor in the Office of Admissions. A student's residence status is not changed automatically, and it is the student's responsibility to register under the correct residence classification. The burden of proof rests with the student to demonstrate that he/she qualifies as a legal resident under
the regulations of the Board of Regents. To ensure completion of reclassification action prior to the fee payment deadline for the quarter, petitions and all supporting documentation must be filed with the Residence Auditor not later than three weeks (15 working days) prior to registration for the quarter. Petitions received after that time will not be completed in time to ensure reclassification as legal residents before registration for the quarter. Also, to become effective for a given quarter, petitions for Georgia residence classification and requests for waiver of nonresident tuition must be filed with the Residence Auditor no later than 60 days after the beginning of that quarter. Petitions and requests for waiver received more than 60 days after the beginning of the quarter will not be considered for that quarter, and, if the petition or waiver is approved, classification as a legal resident for fee payment purposes or waiver of nonresident tuition will not be retroactive to prior quarters.
GRADUATION UNDER SEMESTER SYSTEM

General

Under the new semester system, the Fall Semester classes and examination period will extend past the end of the regular Georgia State University Fall Quarter. Therefore, students completing their GSU law studies at the end of Fall Semester will not be able to graduate at the time of the Fall Quarter GSU Commencement Ceremony. Rather, those law students will be eligible to graduate the following March at the GSU Winter Quarter Commencement.

Spring Semester graduates will continue to be eligible for Spring Quarter Commencement in June, and Summer Semester graduates for Summer Quarter Commencement in August.

Georgia State University is waiving the rule that courses and examinations must be completed and graded before commencement time for Fall 1988 graduation of College of Law graduates because of the short notice given and the impact of the new law school semester system. However, for those law students who finish in the fall of 1989 or later years, the rule of no Fall Quarter graduation will apply.

If you have any questions about this matter, please contact the Associate Dean at 651-2044.

Graduation Audits

Students should file an application for graduation two semesters prior to the semester they wish to graduate. An audit of each student's credits will be made upon receipt of the student's application for graduation. Applications for graduation can be obtained in the Office of Academic Services located in room 102, Urban Life Center.

The graduation audit will include a letter outlining what courses the student is currently registered in for that term, the credits remaining for the degree, and a copy of the student's progress report.

A re-audit is performed by the Academic Services staff during the semester in which the student plans to graduate. The student will be notified if there are discrepancies between the number of hours needed to graduate and those being taken. It is still, however, the student's responsibility to know and meet all degree requirements.

Official and Constructive Notices

In the hallway outside of the administration office, there is a special locked bulletin board for the official posting of rules, regulations and policy statements pertaining to the operation of the school, and catalog amendments and notifications which may be made from time to time.

The posting of such notices is considered to be the full extent of the College of Law's responsibility for advising students of these matters. The student bears all remaining responsibility for being apprised of the matters posted.
WITHDRAWAL FROM CLASSES

Students desiring to withdraw from classes should first secure the permission of the Associate or Assistant Dean. If the withdrawal from class would result in the student taking fewer than the requisite number of hours he or she is supposed to take, permission from the Associate Dean is required. Once permission is granted, the Office of Academic Services will provide the student with the proper form to be completed. The completed form should be submitted to the Office of the Registrar as soon as possible. After the last day to register for course credit, this procedure must be followed to make the student eligible for a withdrawal grade of "W." Failure to follow this procedure will result in the awarding of a grade of "WF" instead of "W."

Students who withdraw after the midpoint of each semester will not be eligible for a "W" grade except in cases of hardship. The student should make an appointment to discuss with the Associate or the Assistant Dean any situation that may lead to a late withdrawal date.

SEMESTER MIDPOINTS: 1988-89

Fall Semester .................................................. October 14
Spring Semester .................................................. February 24
Summer Term ................................................... June 6

FALL SEMESTER REFUND SCHEDULE: 1988

Students formally withdrawing from class(es) after August 25, 1988 shall be subject to application of the following refund policy for matriculation and tuition:

August 26 - September 1 ......................................... 80%
September 2 - September 8 .................................... 60%
September 9 - September 15 .................................. 40%
September 16 - September 22 ................................. 20%
After September 22 .............................................. No Refund

Refund checks will be available the week of October 28.
See academic calendar for first day of classes each semester.

Day classes will be scheduled each week from 8:30 a.m. through the morning and afternoon.

Evening classes will be scheduled each week from 6 p.m. until 8:45 or 9:50 p.m. in the evening Monday through Friday. Required courses are spaced two evenings apart.

*Part-time students may wish to accelerate graduation by taking summer courses, or delay graduation by taking fewer than eleven credit hours per semester their last couple of years at law school.

**Summer semester offerings will be designed to advance diversification and balance in the students' courses of study at their stage of progress at the time.

RESIDENCY REQUIREMENTS

36 semester-based residency units will be needed for graduation. Those units will be awarded semester-by-semester, using the following scale:

- 6 residency units = 12+ hours
- 5 residency units = 11 hours
- 4 residency units = 8-10 hours
- 3 residency units = 5-7 hours
- 2 residency units = 3-4 hours
- 1 residency unit = 1-2 hours

A 6-semester (full-time) full load generates 6 residency units/semester over 6 semesters or 36 units total. A 9-semester (part-time) full load generates 4 residency units/semester over 9 semester (summer = 1/2 semester) for a total of 36 units.¹

¹8 regular semesters at 8-11 hours plus two summers of 3-4 hours satisfies residency; student should be warned that they must average 10 hours/regular semester to reach the 90 hours within 8 regular terms and two 4-hour summers.
JOINT M.B.A./J.D. DEGREE PROGRAM

The College of Law collaborates with the College of Business Administration at Georgia State to offer a course of study leading to the Juris Doctor (J.D.) degree and the Master of Business Administration (M.B.A.) degree. Essentially, this is a program which enables a student to complete the requirements for both degrees in four academic years rather than the conventional five. This is accomplished by allowing selected previously-approved course credit for work satisfactorily completed in the College of Business Administration to count also in satisfaction of the 90-hour curriculum required by the College of Law and vice versa. If you have questions regarding this program, please contact the Office of Academic Services.
ACADEMIC ADVISEMENT 1988-89

All first-year students are assigned to faculty advisors. These advisors will assist students with practical academic advisement and in answering questions of concern to law students, such as course selection, specialization, etc.

Faculty Members serving as advisors are:

Ronald Blasi    Ray Lanier
Dianne Brinson  Mary Radford
Norman Crandell Patricia Siuta
Anne Emanuel    Roy Sobelson
Jodie English   Corneil Stephens
Lynn Hogue      Patrick Wiseman
Nancy Johnson
FACILITIES

Bulletin Boards

Bulletin Boards are located throughout the law school to provide students with important information. Often the posted information will contain schedules and deadlines. It is your responsibility to check the boards for information that we provide to you.

Mailboxes

Each student is assigned a mailbox at the beginning of the semester. Your mailbox will be used to communicate pertinent information to you, so you should check it on a regular basis.

Room Reservations

Students are permitted to reserve rooms for study sessions and other legitimate law school activities. To reserve a room, you should fill out the appropriate form at the receptionist's desk, located in the administration suite. Rooms are generally assigned on a first come-first serve basis, so it is important that you reserve the room as soon as you are certain that you will be needing it. Students who have reserved rooms have precedence over students who have not.

Lockers

Lockers are available for all GSU law students. To procure a locker, you must register with the receptionist at the front desk in the administration suite. The cost of renting a locker for one year is $10.00. Anyone who places a lock on a locker without properly registering for it faces the possibility of having the lock forcibly removed, and the contents removed.

Handicapped Students

The University has several programs that provide services to and protection for handicapped students.

The Assistant Dean for Student Development of GSU (Room 402, J.C. Camp Student, 651-2206), serves as coordinator for supportive services, including registration assistance and parking permits, and publishes a handbook giving details of services and campus maps.

The Special Services Program on the 10th floor of the Urban Life Center (651-3357) offers a wide range of services including: psychological, academic, vocational and group counseling; tutoring in all courses; readers for the blind; a Braille typewriter; a typewriter for quadriplegics; workshops for academic skills improvement and/or other areas, based on interests expressed by students; test, research and library assistance; and cultural activities. Students with a handicap are encouraged to contact the administration office so that we can assist in making any necessary adjustments to classroom, the law library or any other room used by students.
Official and Constructive Notices

In the hallway outside of the administration office, there is a special locked bulletin board for the official posting of rules, regulations and policy statements pertaining to the operation of the school, and catalog amendments and notifications which may be made from time to time.

The posting of such notices is considered to be the full extent of the College of Law’s responsibility for advising students of these matters. The student bears all remaining responsibility for being apprised of the matters posted.

Photo Identification Cards

Photo identification cards are required identification for all students attending Georgia State University, and are intended for internal university purposes only. All rights and privileges associated with the card are governed by university policy and procedures.

New students should obtain a card within one week after classes begin. A fees paid receipt or Confirmation of Registration Card for the current semester and other positive identification are required for identification card issuance.

A Confirmation of Registration card will be mailed to all students who register and pay fees by the published fee deadline for each phase of registration. The right side of this card is proof of your paid registration for the current semester, and is used in conjunction with your GSU Photo Identification Card as verification of current enrollment. Duplicate Confirmation of Registration cards are available in the Office of the Registrar, Room 206, Sparks Hall. Both cards are required for use of the library, parking lots, recreation facilities, and other campus functions. Both are also required for assignment of an examination number.

A $2 charge will be assessed for any and all replacements of Photo Identification Cards.

During peak periods, ID cards are made in the Photo Identification Office, Room 292, Kell Hall. During less busy periods, this function is handled by the Office of the Registrar, Room 206, Sparks Hall.
FINANCIAL AID

General

A satellite financial aid office has been installed in the College of Law to meet the special financial aid needs of law students. All processing of financial aid files, distribution of financial aid information, financial aid counselling and determinations of eligibility will take place in the College of Law.

Cheryl Jackson is responsible for processing law students’ financial aid applications. She can be reached at 651-2052.

The College of Law has a limited number of scholarships, law research assistantships, resident waivers, and loan programs available to qualified students.

ALL STUDENTS ARE CONSIDERED UNDER THE CRITERIA FOR APPROPRIATE SCHOLARSHIPS. Please check the financial aid board periodically for information on scholarships.

APPLICATION PROCEDURES FOR LOANS AND COLLEGE WORK STUDY

To be considered for any financial aid law program, you should begin the application process as soon as possible, but not before January 1 of the year you plan to start fall classes. Do not wait until you have been admitted to the University College of Law to apply for assistance. You can apply for admission and financial aid at the same time, but you must apply for each separately. You will not be awarded aid until you are officially accepted.

Since many of your direct educational costs (tuition, fees, books, and supplies) are paid out at the beginning of the semester, you will want to have your aid available to you then. Applying as early as possible, responding quickly to any information requests we make, and following through on any additional steps to receive your aid are crucial for you as well as our office in meeting our mutual goal of delivering your financial aid when you need it at the beginning of the semester.

The Financial Aid Form (FAF) is required for determining eligibility for all student financial aid programs. Separate applications are required for some programs, including Guaranteed Student Loans, Supplemental Loans for Students, and the Law Access Loan programs.

Filing the FAF on time is critical. The completed FAF should be mailed to College Scholarship Service (CSS) after January 1 but no later than March 1. CSS will forward the results of your FAF to Georgia State University’s Financial Aid Office. You may be asked to supply documentation to support the data submitted on the FAF. It is important that you supply all requested documentation as soon as possible.

A Financial Aid Transcript must be forwarded to Georgia State University’s Student Financial Aid Office from each college or university previously attended.

Intentionally providing inaccurate financial information is a violation of the College Law Honor Code.

*Please refer to the Financial Aid Handout for more information on the programs available.*
GUARANTEED STUDENT LOAN DISBURSEMENT

1. First disbursement of loan period: Available 10 working days prior to the first day of class.

2. Subsequent disbursements for same loan period: Available upon receipt by Student Accounts.

Students must be enrolled, maintain at least half-time status, and meet all other requirements to be eligible to receive GSL. For further information regarding loan period and GSL transmittal dates to the University, contact your lender.
GUARANTEED STUDENT LOAN DISBURSEMENT

1. First disbursement of loan period: Available 10 working days prior to the first day of class.

2. Subsequent disbursements for same loan period: Available upon receipt by Student Accounts.

Students must be enrolled, maintain at least half-time status, and meet all other requirements to be eligible to receive GSL. For further information regarding loan period and GSL transmittal dates to the University, contact your lender.
POLICY OF DETERMINATION OF SATISFACTORY ACADEMIC PROGRESS

Georgia State University is required to establish and uniformly apply reasonable standards for assuring that a student who is otherwise eligible for financial aid at GSU is maintaining satisfactory academic progress (SAP) in the course of study. The following policy statement outlines Georgia State University's requirements for satisfactory academic progress as it relates to GSU law students:

An evaluation of a student's academic progress will be conducted following each two semesters of enrollment. Failure to meet the conditions for maintaining satisfactory academic progress will result in the termination of all aid.

Requests for financial aid for repeated courses will be evaluated on an individual basis. Grades of W (Withdrawal), I (Incomplete), IP (In progress), U (Unsatisfactory), F (Failure), or WF (Withdrawal while failing) indicate that the student did not complete the course. The University establishes and publishes in the College Catalog criteria for continued enrollment based on quality of academic performance. The institution further specifies that any law student who receives financial assistance must achieve a minimum cumulative grade point average of 72 at the end of the first year of law school. Law students must maintain a Cumulative Grade Point Average of 73 for all subsequent periods of enrollment.

In addition to the appropriate GPA, each student aid recipient must also meet the following quantitative requirements: Full-time law students must be enrolled for 12 or more credit hours. Part-time law students must be enrolled for 7 or more credit hours. During the Summer term, law students must be enrolled for a minimum of 6 credit hours; part-time students should be registered for a minimum of four credit hours to be eligible for financial aid.

Law students who receive student financial aid based upon full-time status during the academic year are expected to successfully complete a minimum of 24 credit hours.

Law students who receive student financial aid based upon half-time status during the academic year are required to earn a minimum of 14 credit hours.

Students who change enrollment status during any evaluation period (2 semesters of enrollment) are measured against the cumulative total of the minimum number of hours for each semester's enrollment status.

Law students must complete their degrees within 6 years.
STUDENT EXPENSE BUDGET 1988-89 ACADEMIC YEAR

(To be used in calculating how much financial aid a student is eligible to receive that academic year).

Full-time Law Student - Six Semester Program
16 hours per semester

<table>
<thead>
<tr>
<th></th>
<th>Commuter*</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
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<td>320</td>
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<td>Room and Board</td>
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<td>2,700</td>
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<tr>
<td>Personal</td>
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</tr>
<tr>
<td></td>
<td>$2,254</td>
<td>$ 5,404</td>
<td></td>
</tr>
</tbody>
</table>

9 months
(2 semesters)          $4,508    $10,808

Part-time Law Student - Nine Semester Program
approximately 10 hours per semester

<table>
<thead>
<tr>
<th></th>
<th>Commuter</th>
<th>Resident</th>
<th>Non-Resident</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition and Fees</td>
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<td>$ 656</td>
<td>$1,916</td>
</tr>
<tr>
<td>Books and Supplies</td>
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<tr>
<td>Room and Board</td>
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<td>2,700</td>
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</tr>
<tr>
<td>Personal</td>
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<td></td>
</tr>
<tr>
<td></td>
<td>$1,756</td>
<td>$4,906</td>
<td></td>
</tr>
</tbody>
</table>

9 months
(2 semesters)          $3,512    $9,812

Semester Add-ons

Child Care: $50 x 18 weeks = $900
Handicapped student: actual expenses related to his/her handicap

*Commuter - lives with parents
Debt Management

GSL, PLUS and SLS loans can provide valuable financial assistance to students and parents trying to meet the high costs of education. Like any other debt, your GSL, PLUS and SLS loan is a serious financial obligation which must be repaid. You must be careful not to borrow more for your education than you can reasonably expect to pay.

Your student loan(s) can work for you or against you, depending upon how well you manage the debt you incur while in school. If you make payments on your student loan(s) on time, your loan(s) can help open other sources of credit to you and can help you establish the solid credit rating you need for future borrowing. Failure to make your payments on time can seriously damage your credit rating and may affect your ability to obtain loans.

Defaulting on your GSL, PLUS or SLS loan can result in:

• Failure to qualify for future Title IV student financial assistance, including additional GSL, PLUS or SLS loans;
• Loss of your income tax refunds;
• Legal action by your loan guarantor to obtain full repayment of your defaulted loan(s);
• Serious damage to your credit ratings;
• The reporting of your default to all national credit bureaus.

Figuring your manageable debt level

The amount of debt you will be able to manage will depend upon a number of factors such as lifestyle, estimated starting salary and the amount you expect to earn in your chosen profession over time. As a general rule, experts agree that you should not borrow an amount that would require you to make an annual payment totaling more than 8% of your first year’s income with an undergraduate degree/certificate, or more than 15% of your first year’s income with a master’s or higher degree.

The chart below can help you estimate your monthly payments given your level of indebtedness. The chart helps you calculate your equal monthly payments if you have an 8% GSL or a 10.2% variable rate PLUS or SLS loan.

Keep in mind the following when using the chart. In general, you must be given at least 5 years (60 months), but not more than 10 years (120 months), to repay your educational loan(s). In addition, your minimum monthly payment must be at least $50, which may cause you to repay your loan(s) in less than 5 years. The minimum monthly payment amount of $50 takes precedence over the minimum 5-year repayment period.

Begin by multiplying your estimated level of indebtedness by 0.012133 or 0.013365, the payment factors associated with a 10 year repayment period. For example, if you borrowed a total of $3,000 through either the PLUS or SLS program, you would be required to make approximately 80 payments of $52.95 each. If you multiply your monthly payments amount by the number of monthly payments, you can determine the total amount you will repay. This amount will include both principal and interest. (From the first example for a $10,000 GSL, $121.33 x 120 = $14,559.60). You will repay $10,000 in principal and $4,559.60 in interest.
There is another repayment option available to student borrowers. In most cases, student borrowers with a total outstanding indebtedness of at least $5,000 through the GSL, SLS, Federal Insured Student Loan (FISL), Perkins Loan and or Health Professional Student Loan (HPSL) programs can consolidate payments on their student loans under a new federally authorized program called the Loan Consolidation Program. Borrowers in this program can take advantage of extended repayment periods ranging from 10 to 25 years.

<table>
<thead>
<tr>
<th>Repayment Period (in months)</th>
<th>Payment Factors</th>
<th>Loan Amount = Monthly Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>GSL*</td>
<td>PLUS/SLS**</td>
</tr>
<tr>
<td>120</td>
<td>0.012133</td>
<td>0.013365</td>
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<tr>
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<td>0.012857</td>
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<tr>
<td>70</td>
<td>0.017924</td>
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</tr>
<tr>
<td>60</td>
<td>0.020276</td>
<td>0.021380</td>
</tr>
</tbody>
</table>

* Based upon an 8% interest rate.

** Based upon a 10.2% variable interest rate. This 10.2 variable rate may change, effective July 1, 1988. Monthly payments for variable rate PLUS/SLS loans cannot be estimated with complete accuracy because the rate may adjust annually.
GRADUATE RESEARCH ASSISTANTSHIPS

The College of Law offers Graduate Research Assistantships to law students. Graduate Research Assistants (GRAs) are paid $950 each of the Fall and Spring Semesters, and a sum of $500 during the Summer term. GRAs also receive partial tuition waivers as long as they enroll for at least 10 credit hours during the Semesters, and 5 credit hours during the summer term. GRAs pay a flat tuition fee of $37.50 per semester.

Inquiries about the assistantships should be directed to the Associate or the Assistant Dean of the College of Law.
CAREER PLANNING & PLACEMENT

Although it is ultimately your responsibility to secure employment, the Career Planning & Placement Office endeavors to make as many employment opportunities available as possible. To that end, we strongly encourage you to familiarize yourself with the Career Planning & Placement Office and to utilize the services we offer.

PLACEMENT BULLETIN BOARDS

These boards are located in the hallway outside the office. Job listings, employment information, a placement calendar and all placement announcements are posted on these boards. Check these boards frequently.

HOT LINE SERVICE

The Placement Office offers a "HOT LINE" service. The "HOT LINE" is a recorded telephone message which provides information about the most recent job listings on the College of Law Placement Bulletin Board. The job listing number is given first; followed by a brief job description, qualifications and application procedures. The "HOT LINE" number is available to students and graduates who are registered with the Placement Office.

PLACEMENT MESSAGE BOARD

You may use our telephone number (651-2062) on your resume. We will be glad to take a message for you, keep it in the Office and post your name on the Message Board located next to the Placement Office door. It is your responsibility to check the Message Board for your name; we cannot track you down.

PLACEMENT TYPEWRITER

There is a self-correcting electric typewriter and a personal computer available for student use in the Placement Office for typing cover letters, resumes and follow-up letters.

PLACEMENT LIBRARY

The Placement Library, located in the Placement Office, has a variety of resource materials (approximately 206 titles and 15 journals and newspapers) to assist you in your job search. Most of the library materials can be borrowed overnight, but they must be checked out with the staff. The library shelves are labeled to make materials easy to find.

COUNSELING

Individual and group counseling is available on career options, job hunting, resumes and interviewing. The Director is available to meet with you individually. Please call for an appointment. If you need assistance with resume preparation, please bring a typed draft.

Office Hours: Monday - Friday 8:30 a.m. - 5:15
   When classes are in session:
   Monday & Wednesday 8:30 - 6:00
The Placement Office participates in several job fairs each year. The SOUTHEASTERN PUBLIC INTEREST JOB FAIR is a recruiting conference sponsored by the College of Law Placement Office and Atlanta Legal Aid Society. The third annual Job Fair is scheduled for Saturday and Sunday, November 5-6, 1988 at GSU College of Law.

SPRING FOUR-IN-ONE RECRUITING CONFERENCE

The Placement Offices of the four Georgia law schools sponsor the Spring Four-In-One Recruiting Conference. The Conference provides an opportunity for legal employers to interview law students from all four law schools in one location on one day.

SOUTHEASTERN MINORITY JOB FAIR

This year we will participate in the first Southeastern Minority Job Fair, which will be held Saturday, October 15, 1988 at the Ramada Renaissance near the airport. Please contact the Placement Office for further details.

ON-CAMPUS INTERVIEWS AND RESUME FORWARDING

The Career Planning & Placement Office conducts OCI's for the fall and spring. Most employers come in the fall; these employers are usually the larger law firms which have a regular recruiting program. You must be realistic when you apply, and you should respect an employer's criteria for sign-up. Information on an interviewer's requirements can be found in the Resume Notebooks in the Placement Library, and on reserve in the Law Library. Since the deadlines begin the first day of fall classes, you need to start preparing your resume for Fall Recruiting now in order to meet those deadlines.

NO-SHOW POLICY

If you do not show for a scheduled on-campus interview and do not cancel that interview in advance, you have forfeited any right to use the Placement Office for the remainder of that academic year. No-shows reflect unfavorably on the student who missed the scheduled interview and on the school. If you cancel a scheduled on-campus interview, you must provide a good excuse (such as acceptance for a job or serious illness) for cancellation to the Director. Additionally, you must send the employer a letter of explanation and apology. Please submit this letter to the Director of Placement, and we will mail the letter for you.

RECIROCITY

If you plan to work in another state, please see the Placement Office about arranging reciprocity with a law school in that state. In order to utilize any of the services of the Placement Office, you must register by filling out the appropriate registration form. Please feel free to contact the Placement Office if you have any questions, or desire any assistance. The phone number is 651-2062.
Code of Student Conduct
Georgia State University
College of Law

(Approved, as amended 17 Nov. 82)

Section 1.  Name.

This document is the Code of Student Conduct of the Georgia State University College of Law (hereinafter Code).

Section 2.  Trial Body.

The Trial Body referred to in this Code will be either the Honor Court or a faculty committee as specified herein.

a. Honor Court.

The Honor Court elected pursuant to the Constitution of the Student Bar Association of the College of Law will determine all violations of the Code assigned to it according to the procedure described below and may perform those duties and functions prescribed for a trial body by this Code. The Honor Court, with the approval of the faculty, may adopt additional rules and procedures for its own governance.

b. Faculty Committee.

A faculty committee appointed by the Dean of the College of Law will determine all violations of the Code not specifically assigned to the Honor Court according to the procedure described below and may perform those duties and functions prescribed for the trial body by this Code.

c. Request for Committee Hearing.

A student may at his or her election by written request to the Dean have any violation of the Code determined by a faculty committee.

Section 3.  General Standard of Academic Conduct.

a. It shall be a violation of the Code for any student to obtain or seek to obtain an unfair academic advantage for himself or herself or any other student, or to lie, cheat, steal or engage in otherwise dishonorable conduct in the course or related to academic pursuits. Examples of such violations are set out in Sections 4 and 5 of this Code.

b. It shall also be a violation of the Code for a student to fail to report a possible Code violation in accordance with Section 12a hereof or to fail to appear and testify before the trial body provided for in Section 2 hereof if requested to do so in writing by the trial body through its presiding officer or by a student whose alleged Code violation is being heard by the trial body.

c. Alleged violations of Sections 4 and 5 of this Code shall be determined by the Honor Court in accordance with this Code.
Section 4. **Academic Misconduct.**

a. **Examinations**

(1) No student at the Georgia State University College of Law shall cheat on an examination. Cheating shall include, but not be limited to, the following:

   (i) Attempting to give or receive, or actually giving or receiving directly or indirectly, unauthorized assistance during an examination.

   (ii) Any use during an examination of books or other materials not authorized by the instructor. Unauthorized possession of any such materials shall be prima facie evidence of any intention to violate the Code of Student Conduct.

   (iii) Any discussion with other students, during an examination, related to the examination or the subject matter of the course.

   (iv) Where one or more make-up examinations are given before or after the regularly scheduled examination for a course, any discussion by a student who has not yet taken any examination for such courses with a student who has taken or has knowledge concerning an examination already given for that course, or any discussion or comment by the latter with or to the former, related to the examination or to the subject matter of the course.

(2) No student shall take an examination except in a location designated by the appropriate instructor.

(3) No student shall violate time limitations set by the instructor for examination in the course.

b. **Library.**

Every student of the Georgia State University College of Law shall obey all rules regarding the use of library books. A specific set of additional rules and prohibitions may be posted by the library staff. Violations of those posted rules may be determined pursuant to this Section. The prohibitions under this section include the following:

(1) The taking or keeping of library books from the law library without first checking them out is a violation. Such a violation during the last two weeks of a quarter will be a more serious offense because of examination preparation.

(2) Any unauthorized taking of written material from the reserve room is a violation of the Code.

(3) Any mutilation of, marking in, or defacement of any book or library material.

(4) Any intentional misshelving, concealment, or secreting of library material.
(5) Creating by any loud, boisterous, or other disruptive behavior disturbance which obstructs normal library functions.

c. Tape Recording Classes.

No student shall tape record a class (i.e., through audio or video recording equipment or similar electro-mechanical means) without the express, advance permission of the instructor. Tape recording of classes is permitted when reasonably necessary as assistance to a handicapped person. Handicapped persons wishing to tape record a course must obtain permission of the instructor of the course in advance and receive advance authorization from the Office of the Dean.

Section 5. Roll Calls.

Modification of or misrepresentation of a roll call is a violation of the Code.

Section 6. Preprofessional and General Misconduct

a. It shall be a violation of the Code for any student to engage in serious personal misconduct, either preprofessional misconduct which reflects discredit on himself or herself and reflects adversely on the individual's fitness to enter the legal profession, or general misconduct. Examples of such violations are set out in Sections 7 through 10 of this Code.

b. Violations of Sections 7 through 10 of this Code shall be tried by a faculty committee as the trial body in accordance with this Code.

Section 7. Plagiarism.

a. Plagiarism is prohibited. Plagiarism is the taking of passages, either word for word or in substance, from the writings of another and representing them as one's own.

b. If a student is unsure whether his writing is plagiarism, it is the student's duty to consult with the instructor of the course for which the writing is required.

Section 8. Misconduct Relating to Other Persons.

The following acts are violations of the Code:

a. Any act of, or threat of, violence with the intent of injuring, coercing, intimidating, abusing, or harassing another person or persons.

b. Reckless or deliberate endangering of other persons on University premises, including but not limited to, the unauthorized possession of any weapon, acts of arson, or false reporting of an emergency or activation of fire alarms.

c. Action, threats, or abusive utterance, directed toward any faculty or staff member which, if directed by one attorney toward another, or by an attorney toward a judge, would constitute professional misconduct under the American Bar Association's Code of Professional Responsibility, unless such actions or utterances are constitutionally protected.
d. Creating by loud, boisterous, or other disruptive behavior during any class a disturbance which obstructs normal classroom procedure.

e. Continuing, or serious, willful disregard of the rights of others in a manner which calls into question the personal fitness of the individual to be admitted to the bar including, but not limited to, verbal abuse of a nature likely to provoke a physical altercation and directed to another individual or individuals; threats; intimidation of another individual or individuals; knowingly disseminating false accusations or charges calculated to injure seriously the reputation of another person or persons; persisting in sexual overtures or sexual harassment.

f. Any conduct or action against another person or persons which constitutes a criminal offense, regardless of whether that conduct or action has in fact been the subject of criminal proceedings.

Section 9. Misconduct Relating to Property.

The following acts are violations of the Code:

a. Theft or larceny, in any form, of any property.

b. Deliberate destruction, damage, abuse, or defacement of private or University property, or of property under the care or custody of the University.

c. Unauthorized use of telephones or other telecommunications equipment, or unauthorized charging of long distance telephone calls to the University or on University premises.

d. Unauthorized use of University computers or computer-assisted legal research systems.

e. Unauthorized entry of University buildings at any time during which the buildings are closed, or unauthorized entry into offices or nonpublic areas of University buildings.

f. Unauthorized possession of equipment, supplies, or other property of the University, or of property under the care or custody of the University; and unauthorized possession of duplication of keys which give access to any University buildings or to rooms or facilities in the University.

g. Any action or conduct relating to property including but not limited to possession of contraband which constitutes a criminal offense, regardless of whether that action or conduct has in fact been the subject of criminal proceedings.

Section 10. Other Personal Misconduct.

The following acts are violations of the Code:

a. Deliberately furnishing false or misleading information on any admission, registration, or application or other document of the College of Law used for official University purposes.
b. Attending class, or persistently or repeatedly being present on University premises, while noticeably under the influence of intoxicants or of drugs which have not been prescribed by a physician.

Section 11. Notice of the Honor System.

a. Each entering student is personally responsible for reading and obeying the Code.

b. Additional copies of the Code will be available through the Dean's Office or a member of the Honor Court.

c. A student's failure to receive or request a copy of this Code does not relieve him or her from following this Code or deprive him or her from notice of its contents.

Section 12. Procedure for Considering Possible Violations Under the Code

a. A possible Code violation must be reported to at least one of the following individuals: the instructor in the course involved, to any member of the Honor Court or to the Associate Dean of the College of Law.

b. When a possible violation is reported, the Associate Dean will be notified unless the initial report was made directly to the Associate Dean and he or she will, as appropriate, direct the Chief Magistrate of the Honor Court to proceed as provided in this section or will appoint a faculty member to investigate the pertinent facts of the alleged violation and to report back to the Associate Dean as soon as possible. The Associate Dean shall set a time for the alleged violator(s) to have a formal hearing before the trial body. Nothing in this Code shall be construed as limiting the right of any person to report a violation of the Code.

c. When a possible violation is directed by the Associate Dean for determination by the Honor Court, the Chief Magistrate will appoint a prosecutor (selected pursuant to Section 12d) to investigate the pertinent facts of the alleged violation and to report back to the full court as soon as possible. Upon an affirmative vote of 3 members of the Court that the case should be heard, the Chief Justice shall set a time for the alleged violator(s) to have a formal hearing before the Honor Court.

d. Upon election to office, or as soon thereafter as is practicable, the Honor Court justices shall select five students (none of whom shall be first-year students) who with the selected students' consent shall serve as prosecutors. No member of the Honor Court may serve as a prosecutor.

e. The manner of conducting the formal hearing by the Honor Court shall be determined by written rules of the Court except as otherwise provided herein.

f. The manner of conducting the formal hearing by a faculty committee shall be within the discretion of the committee except as otherwise provided herein.
g. In those instances where formal action on the results of the investigation are warranted, the Dean will appoint a faculty committee exclusive of the faculty member referred to in Section 12b to conduct a formal hearing. A vote of a majority of those present at a formal hearing shall be necessary to find a violation and to recommend a specific sanction. Only members present at the formal hearing shall be eligible to vote.

h. Each student whose possible violation of the Code is the subject of a formal hearing by a trial body shall be given:

1. Not less than ten days notice of the time and place of such formal hearing and of the nature of the Code violation alleged;

2. An opportunity to appear at the formal hearing, with a representative (who may but need not be an attorney) if he or she so desires; and

3. An opportunity at such formal hearing to (a) hear all oral evidence and examine all documentary evidence; (b) cross-examine adverse witnesses directly or through his or her representative if desired, and (c) present evidence and argument directly, or through his or her representative, in his or her own behalf.

i. The trial body shall base its determination as to whether a violation has occurred and what sanction, if any, is to be recommended solely on the evidence of record. It shall prepare a written statement setting forth the reasons for any finding a violation and for any sanction it may decide to recommend, a copy of which shall be made available to the student against whom such adverse action is taken.

j. Possible sanctions for Code violations include, but are not limited to, the following or any combination of the following:

1. dismissal;

2. suspension;

3. notation of violation on permanent record with direction that the information be supplied to appropriate bar examination authorities;

4. Expulsion from the course with no credit;

5. a reprimand.

k. Unless certified by the Dean to the faculty as an extraordinary case for de novo review, the findings of the Honor Court as to whether a violation of the Code has been committed shall be final. The Honor Court may recommend to the Dean that a case be certified for extraordinary review. If the Honor Court finds that a violation has been committed, its recommendation as to sanctions may be reviewed by the Dean or at his discretion by the faculty of the College of Law. When reviewing a sanction, the faculty shall not take any additional evidence, but shall afford any student found by the Honor Court to have committed a violation an opportunity to appear before it and present oral argument as to sanction, either directly, or through a representative (who, as before the trial body, may but need
not be an attorney). The faculty may adopt the recommendation of the Honor Court as to sanctions or impose a sanction of greater or less severity than adoption of the recommendation of the Honor Court would entail. The faculty shall act by majority vote and its determination as to sanctions shall be final. In reaching its determination, the faculty shall consider only the evidence of record before the trial body, and the argument presented to the faculty and shall prepare a statement setting forth the reasons for its determination as to sanction, a copy of which shall be made available to any student against whom a sanction is imposed.

I. In an extraordinary case, the Dean may refer any case whether resolved for or against the student to the faculty or a faculty committee for de novo proceedings. In such cases the findings by the Honor Court is set aside and a new proceeding commenced. Such a proceeding will provide for appropriate due process protection for the student pursuant to special rulings promulgated by the faculty for that purpose. Any appropriate sanction provided by this Code may be imposed at the conclusion.

m. Every member of the Honor Court, every person who has appeared before it except a student charged with having committed a Code violation to which the case related, and every member of the faculty shall be bound to reveal nothing concerning the evidence of record of a proceeding. The record of a proceeding shall be destroyed when the Dean of the College of Law determines such destruction to be appropriate unless a student found to have committed a Code violation to which such records relate requests that they be preserved.

n. All recommendations for sanctions by the Honor Court are made to the Dean who may impose the recommended sanctions or lesser ones in his or her discretion.
APPENDIX
COLLEGE OF LAW

PERMISSION FOR RELEASE OF STUDENT DATA

I authorize the release of my file and any additional documentation (e.g. my progress report) to the person(s) listed below for recommendation, scholarship, or awards purposes.

This authorization is valid until ____________________________

(Specify date or time)

Name

________________________________________

________________________________________

________________________________________

I understand that this approval provides these persons with information on my grades, academic status, and any other available information. I further understand that I am responsible for notifying the Office of Academic Services in writing should I wish to withdraw this approval.

Student Name ____________________________  Student Signature ____________________________

Social Security Number ____________________________  Date ____________________________

Limitations or Special Instructions: ________________________________________________

________________________________________

________________________________________

________________________________________
COLLEGE OF LAW
REQUEST FOR OVERLOAD

Name ____________________________ SSN ____________

Last        First        MI

Request to take a total of _____ credit hours ________ term, 19__.

REASONS FOR THIS REQUEST ARE:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

I understand that overloads will not constitute an acceleration nor substitute for the number of semesters of residence required for graduation.

_________________________________________   ______________________
Student Signature                        Date

________________________________________________________________________

(To be completed by Academic Services personnel).

CURRENT GPA __________________________   HRS COMPLETED ______

PREVIOUS OVERLOADS APPROVED FOR ______ TERMS.

__________ APPROVED

__________ DENIED

ASSOCIATE DEAN ___________________ DATE ____
I request permission to enroll in _____ hours for ________ Semester(s). This will reduce my course load from _____ hours to _____ hours for the following reasons:

_____ EMPLOYMENT CONFLICT (Increased hours, travel, etc.)

_____ FAMILY RESPONSIBILITIES/PROBLEMS

_____ FINANCIAL CONSTRAINTS

_____ PERSONAL HEALTH

_____ OTHER REASONS: ____________________________________________

__________________________________________

Student Signature __________________________ Date ____________

(To be filled out by Office of the Dean)

Average _____ Hours _____ Previous Semester Approved _________

_____ Approved

_____ Denied

Associate Dean __________________________ Date ____________
COLLEGE OF LAW
REQUEST FOR MAKE-UP EXAMINATION

Students who have conflicts with the final examination schedule may petition for a make-up examination prior to the test date. Approval will be granted only in cases of hardship. Complete this form and return it to the Office of Academic Services for review.

Name________________________________________ SSN______________________

Address________________________________________

Phone (work)____________________ (home)____________________

Course_____________________________ Semester____________________

Instructor_________________________

Reason for Request_______________________________________________

_________________________________________________________________

Signature of student________________________ Date________________________

_____ Approved ______ Not Approved

The make-up examination will be administered on:

Make-up Date________________________ Time of Exam____________________

Remarks___________________________________________________________

_________________________________________________________________

Associate or Assistant Dean________________________ Date__________________
COLLEGE OF LAW
WITHDRAWAL INFORMATION

We are asking each student withdrawing from the College of Law to help us gather information about reasons for withdrawal. We hope that knowing more about the circumstances for withdrawal will help our students cope with the problems of completing a legal education.

Name ____________________________ SSN ______________________

First quarter/semester attended ____________ Date ____________

____ I plan to re-enter ___________________________.

____ I do not plan to re-enter

____ My plans are unsure at this time.

Sex: ___Male ___Female

Ethnic Origin: ___Black ___Hispanic ___White ___Am. Indian

___Pacific Islander ___Other_____________________

I have concluded approximately _________ hours of course credit, as a (__ full-time, ___ part-time) student.

Please indicate the reasons you wanted to study law:

____ career in the practice of law

____ to supplement my present career which is law related.

____ a possible career change to a law-related field.

____ as an added qualification for advancement

____ other (please specify)_____________________

Please indicate each reason for withdrawal from the study of law before completion of the degree. If there is one reason which is primary, indicate this with a #1.

____ personal health

____ personal obligation (family responsibilities, etc.)

____ financial obligation

____ work-related obligation

____ academic problem

____ I have concluded that the study of law is more rigorous and takes more time than I expected.

____ My original career objectives have changed

____ I plan to attend law school elsewhere (Please indicate law school)

____ other________________________
COLLEGE OF LAW
REQUEST FOR RELEASE OF INFORMATION
TO BAR EXAMINERS

NAME ___________________________________________ SSN _______________________
First Semester & year attended ____________________________________________
Semester & year graduated ________________________________________________
Date taking Bar Exam _____________________________________________________

******************************************************************************
*** Release a statement of eligibility to take the Bar. ***
*** Release notification of MPRE exemption (if you made a "B" or better). ***
*** Release notification of graduation. ***

DATE ___________________________ SIGNATURE _____________________________
ENROLLMENT AND EMPLOYMENT CERTIFICATION

The College of Law, in keeping with the requirements of the American Bar Association, requires that all full-time students devote substantially all their time to the study of law. The Bulletin of the College provides that students taking more than 9 hours of coursework may not work more than 12 hours per week.

DATE __________________________

I ___________________________ understand the requirements of the College regarding hours of outside work permitted, and agree to abide by this rule.

Signature __________________________ SSN __________________________
COLLEGE OF LAW
INDEPENDENT RESEARCH APPLICATION

NAME ____________________________  SSN __________________

DATE ____________________________

NUMBER OF HOURS APPLIED FOR _____

SUPERVISING INSTRUCTOR ____________________________

NUMBER OF HOURS PREVIOUSLY RECEIVED FOR INDEPENDENT RESEARCH _____

Synopsis of proposed study, one paragraph only. Attach outline if available.

Proposed project schedule and date of completion:

No registration will be approved unless all required information and signatures are obtained or provided.

Signature of Student ____________________________ Date ____________

Signature of Instructor ____________________________ Date ____________

_____ Approved

_____ Denied

Signature of Associate Dean ____________________________ Date ____________

Course number assigned ______  Computer number assigned ______
COLLEGE OF LAW
INFORMATION REQUEST FORM

Pursuant to the Family Educational Rights and Privacy Act of 1974, as amended, this form must be completed in order for any information on your record to be released.

(Please print)

NAME ____________________________ SSN ______________

Last First MI

First Term Attended ____________ Last Term Attended ____________

(Check appropriate items)

___ Official transcript of College of Law coursework.

___ Progress Report of College of Law coursework.

___ Provide a statement of good standing.

___ Other ________________________________

______________________________

(Select one only)

___ I will pick up this information.

___ Please mail this information to:

___ Please phone this information in to:

______________________________

______________________________

Date ____________________________  Student signature ____________________