

Northeastern University School of Law

Student Information Handbook 2024-2025

**For full-time students who
began their JD
program in Fall 2020 and after**

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A NOTE ABOUT THE COMMUNITY

The School of Law is committed to diversity within the student body. The students in this entering class have been selected from a highly qualified pool of candidates. Many have had significant job and life experiences, and all have demonstrated unique abilities and potential that should assure success in law school, on co-op jobs, on the bar examination, and ultimately, in legal practice. The law school is particularly interested in facilitating access for students of color and others who have been historically excluded and under-represented in the legal profession. As a community, however, we are concerned with more than access; our goal is to create a supportive learning environment in which all students feel welcomed and valued, and in which all students can contribute to the intellectual life of the school.

Like any community, we have rules and policies to follow. The purpose of the Handbook is to define and explain those rules and policies.

ACADEMIC RULES

I OBJECTIVES AND SOURCES OF RULES

While this handbook is designed to inform students of many of the rules most likely to affect their academic careers, it is only one of several sources of rules. Students should also consult:

- the [University Code of Student Conduct](#),
- the [University's Graduate Catalog](#),
- The Center for Co-op and Career Development policies and protocols,
- the instructions distributed with each term's registration and examination materials, and
- the rules that control admission to the bar in the jurisdictions of choice.

The Office of the Dean will be responsible for posting online a copy of the Academic Rules of the School of Law.¹ Students relying on any published rules are responsible for informing themselves of any subsequent amendments or interpretations by inquiring at the Office of the Dean.

When a student has a special problem or question relating to their² academic career that is not clearly or consistently answered by referring to this handbook and/or the above referenced sources of rules, they are responsible for consulting the Office of the Dean for clarification.

II ACADEMIC RULES

In order to graduate, every student must successfully complete the following (the details of which are explained below):

¹ Many of the tasks assigned in these rules to the Office of the Dean are delegated to the Office of Academic and Student Affairs.

² In an effort to be more gender inclusive, all binary gender terms have been replaced with "their" throughout.

1. REQUIREMENTS FOR THE JURIS DOCTOR DEGREE

(a) General Requirements

The Juris Doctor Degree will be awarded upon the successful completion of³:

(1) Academic Credit Hours:

(A) Thirty-Four (34) credit hours earned during the first year by successfully completing Civil Procedure, Property, Torts, Constitutional Law, Contracts, Criminal Justice, and year-long Legal Skills in Social Context; and

(B) A minimum of forty-nine (49) credit hours of academic courses earned during at least three (3) upper-level academic terms at Northeastern University School of Law in addition to the first year⁴; and

(2) Cooperative Work: Three (3) cooperative work terms in a legal setting;⁵ and

(3) The Public Interest Requirement [Please see TAB A - PUBLIC INTEREST REQUIREMENT]; and

(4) The Rigorous Writing Requirement [Please see TAB B - RIGOROUS WRITING REQUIREMENT]; and

(5) The Experiential Education Requirement⁶ [Please see

(6) TAB C - EXPERIENTIAL EDUCATION Requirement].

(b) Credit Hour Policy

All Northeastern University School of Law courses shall be structured such that students are expected to devote at least 42.5 hours of work per credit to coursework, including time spent in class as well as time spent completing assigned readings, researching and writing papers, completing other assigned work, and preparing for and taking exams.

(c) Credit for Courses Passed

Students will receive credit for courses in which they receive a grade of "High Honors," "Honors,"

³ Consistent with ABA Standard 311.(b), the J.D. Degree must be completed, except in extraordinary circumstances, no later than 84 months after a student has commenced law study at the law school or a law school from which the school has accepted transfer credit.

⁴ Students enrolled in the JD/MELP dual degree program with Vermont Law School are allowed to count one academic semester at Vermont Law School toward the three (3) semester residency requirement. With the exception of Study Abroad programs, all other students must complete three full-time upper-level academic semesters at Northeastern University School of Law.

⁵ Transfer students joining graduating classes of 2022 and thereafter are required to complete two (2) co-op terms before they graduate. Students with questions are advised to contact the Center for Co-op and Career Development for more information.

⁶ Beginning with the 1L class matriculating in 2016-2017, all students must successfully complete six credits of experiential education courses. See TAB C for more information. Students may not satisfy the Rigorous Writing Requirement and the Experiential Education Requirement in the same course.

“Pass,” or “Marginal Pass,” but not for courses in which they receive a grade of “Fail.” If any class is designated as offered on a pass/fail basis, students will receive credit for a passing grade but not for a grade of “Fail.”

(d) Required Grades

All required courses prescribed by the faculty, all cooperative work terms, the rigorous writing requirement, the Public Interest Requirement, and the Experiential Education Requirement must be completed with passing grades in order to satisfy the J.D. degree requirements.

(e) Consecutive Term Restriction

A student may not take for credit more than two (2) consecutive academic or cooperative terms, subsequent to completion of the first year.

(f) Pre-Matriculation Credit

Except in the case of credit accepted for transfer students, no credit toward the J.D. degree will be given for offerings taken prior to full matriculation in the School of Law.

(g) Minimum University Credit

Students who transfer into the School of Law from other law schools must earn a minimum of forty-nine (49) of the eighty-three (83) credit hours of academic courses required for the Juris Doctor degree in the School of Law including its dual degree programs and approved study abroad programs or in approved Northeastern University courses.

(h) Required Courses

(1) First Year Courses: All required first-year courses must be completed with passing grades in order to satisfy the J.D. degree requirements.

(2) Upper-Level Courses: The second and third-year curriculum is elective, but each student must complete Professional Responsibility and six credits of experiential education courses with a passing grade in order to satisfy the J.D. requirements.

(i) Failure to Successfully Complete a Cooperative Work Term

Any student who fails to successfully complete a cooperative work term must make up the term in order to be eligible for graduation. Successful completion of a cooperative work term is defined in the Center for Co-op and Career Development policies and protocols current for the year in which the co-op is undertaken, and that definition is incorporated by reference in this rule.

(j) Courses in Other Law Schools

Students may earn credit toward the Juris Doctor degree by enrolling in courses in other law schools with the permission of the Dean. For credit to transfer, students should take course(s) that are not offered at the Law School and course(s) that enhance their career goals. A student must also receive at least a grade of “C” in the course(s) for credit to transfer.

(k) Course Credit Requirements and Limits

(1) Minimum Number of In-Class Credits

Students must earn a minimum of sixty-seven (67) credits in courses that require attendance in regularly scheduled classroom sessions or direct faculty instruction, including online J.D. coursework (“in-class credits”). Students may seek a waiver to reduce this threshold to sixty-four (64) credits by contacting the Associate Dean for Student Affairs.

(2) Online J.D. Coursework Limits

Students may earn no more than twelve (15) credits of online course credits toward the J.D. degree, and may not earn more than eight (8) credits in any one term.

(3) Coursework on Co-Op

During their first co-op term, students may earn up to three (3) credits total for directed study, moot court, law review, and/or a synchronous, intensive course of up to two (2) credits that generally meets outside of regular business hours (a “Givelber-type” course). The Co-op Office must approve the student’s registration in the Givelber-type course. Students may not enroll in asynchronous online courses during their first co-op term.

During their second or third co-op terms, students may earn up to three (3) credits total for directed study, moot court, law review, a Givelber-type course (subject to Co-op Office approval), and/or an asynchronous online course, provided that they are not receiving credit for that co-op. Students may enroll in a single asynchronous course of up to four (4) credits, provided that they are not receiving credit for that co-op and are not enrolled in any other credits while on co-op.

During any co-op term in which co-op field placement credits are offered, students may earn a total of seven (7) field placement credits for one co-op that is at least 10 weeks in length and entails at least 350 hours of work.⁷ Only co-ops that are for non-profit, government, or judicial employers are eligible for credit. Students will be graded on a credit/unsatisfactory basis. Students seeking to earn credit must enroll in a concurrent one (1) credit, asynchronous, reflective seminar subject to honorific grading. A student who is completing a for-credit co-op along with a reflective seminar may not register for any additional credits during that term.

The above limits do not apply to intensive courses for which scheduled classes do not overlap with the co-op employment period. To illustrate, a student may enroll in a two-week course in May and then begin a co-op after Memorial Day.

Students are ordinarily required to complete required credits for the JD degree during their final academic term. Students whose final term in the JD program is a co-op term and who hope to earn

⁷ The opportunity to earn field placement credit for co-op is not anticipated to begin until the 2022-2023 academic year.

credits needed for completion of JD requirements during that final term must therefore submit a petition seeking to do so during their final academic term, as described in Part II, Section 2.

(4) **Non-In-Class and Non-Northeastern Law School Course Credit Limits**

Non-in-class work and non-law school courses includes: directed study, moot court, law review, lawyering fellow positions, research/teaching assistant positions, public interest externships, Applied Learning Experience (JD/MPH) credits, all non-law coursework, and field placement credits, including those earned while on co-op. Unless granted a waiver to reduce the threshold for in-class credits to sixty-four (64) credits, students may earn no more than sixteen (16) cumulative credits of non-in-class work and non-law school courses toward the 83 credits required for the J.D. degree. The following credit limits apply:

- (A) **Directed Study Credit:** Students may earn up to six (6) credits of directed study toward the J.D. degree, and may not earn more than three (3) credits of directed study in any one (1) upper-level academic term.
- (B) **Moot Court Credit:** Students may earn up to six (6) credits of moot court toward the J.D. degree.
- (C) **Research Assistant Credit:** Students may earn up to two (2) credits toward the J.D. degree for work as a research assistant. Students may not earn both credit and work study funding for the same Research Assistant positions.
- (D) **Teaching Assistant Credit:** Students may earn up to two (2) credits toward the J.D. degree for work as a teaching assistant. Students may not earn both credit and work study funding for the same Teaching Assistant positions.
- (E) **Independent Field Placement Credit During Academic/Non- Co-op Terms:** Students may earn up to six (6) credits total through public interest externships or independent field placements toward the J.D. degree. Students may not earn more than four (4) credits in any one (1) independent field placement.
- (F) **Non-Northeastern Law School Course Credit:** Students may earn up to twelve (12) credit hours toward the J.D. degree by successfully completing non-law school, graduate-level offerings in other branches of the University. See section 3(f) for more information.
- (G) **Field Placement Credit on Co-op:** Students may earn a total of seven (7) field placement credits toward the J.D. degree for one qualifying co-op during any co-op term in which co-op field placement credits are offered.

2. Course Loads During Upper Level Academic Terms

(a) **Minimum and Maximum Credit Loads**

A student must register for and complete between 12 and 16 credit hours of academic work in each

upper-level academic term, unless the Associate Dean for Student Affairs, acting in consultation with the Associate Dean for Academic Affairs, grants a petition to register for fewer or more credit hours.

(b) Petitions for Fewer Than 12 Credits

In extraordinary circumstances, the Associate Dean for Student Affairs may grant a student's petition to register for fewer than 12 credit hours in an academic term.

(c) Petitions for 17 Credits

The Associate Dean for Student Affairs may grant a student's petition to register for 17 credit hours

(1) if the student:

- (A) has not previously earned more than 4 credit hours in total during one or more co-op terms through coursework, credit-for-coop, or any other credit-bearing opportunity, and
- (B) certifies that they do not intend to accumulate more than 4 credit hours in total across all of their co-op terms through coursework, credit-for-coop, or any other credit-bearing opportunity;

(2) if the student is registering for their final academic term and must complete 17 credit hours to fulfill graduation requirements; or

(3) in extraordinary circumstances.

(d) Petitions for More Than 17 credits

In extraordinary circumstances, the Associate Dean for Student Affairs may grant a student's petition to register for 18 credit hours in an academic term. Petitions to register for more than 18 credit hours will not be granted.

(e) Registration Requirement Applicable to a Final Academic Term

A student must register for all remaining credit hours required to satisfy JD degree requirements in their final academic term unless the Associate Dean for Student Affairs, acting in consultation with the Associate Dean for Academic Affairs, grants a petition to permit registration during a subsequent co-op term. To be considered, a petition must be submitted no later than the deadline established by the Associate Dean for Student Affairs within the student's final academic term. The Associate Dean for Student Affairs may grant such a petition if:

- (1) the student has not yet earned credits for a field placement and reflection seminar associated with co-op and is seeking to do so;

(2) the student submits a registration plan for their final co-op term that would satisfy JD degree requirements and that the Associate Dean deems highly likely to be feasible; or

(3) in extraordinary circumstances.

(f) Extraordinary Circumstances

Extraordinary circumstances do not include a need to register for additional credit hours because a student has neglected to register for sufficient credit hours in earlier terms; nor do they include a desire to take a lower number of credit hours, due to registering for a higher number of credit hours in earlier terms. Students are ordinarily expected to manage their course registrations so that they adhere to all credit-related rules in all terms.

3. ACADEMIC OFFERINGS FOR CREDIT

(a) Courses

With the exception of certain experiential offerings, courses are offerings in which the instructor requires a written examination, a term paper, or other written product as defined by the instructor which typically comprises at least two-thirds of the basis for the grade.

(b) Seminars

Seminars are typically limited enrollment offerings in which the instructor requires the writing of a substantial research paper or papers which meet standards established by the faculty and which ordinarily serve as the basis for the majority of the grade.

(c) Directed Study

A student may earn credit toward the J.D. degree for a Directed Study pursuant to the following rules:

(1) A full-time law faculty member must supervise the Directed Study.

(2) The student must prepare a written proposal for their directed study which must be approved in writing by the supervising faculty member. The study must culminate in a written paper, exercise or examination, a description of which shall be included in the written proposal. After the supervising faculty member approves the proposal, a copy should be filed with the Office of the Dean.

(3) The student and the supervising faculty member shall agree on the number of credit hours to be earned for the directed study. The directed study requires in order for the student to earn the agreed upon number of credit hours shall be substantially equivalent to the requirements of a course offering of the same number of credit hours.⁸

⁸ Consistent with NUSL's Credit Hour Policy, a "credit hour" is an amount of work that reasonably approximates: not less than one hour of classroom or direct faculty instruction and two hours of out-of-class student work per week for fifteen weeks, or the equivalent amount of

(d) Lawyering Fellows

Students may receive three (3) non-in-class credits toward the J.D. degree for faculty-approved participation in the LSSC Lawyering Fellow course and one (1) in-class credit for completion of the LSSC Lawyering Fellow Seminar. Students may not enroll in the LSSC Lawyering Fellow Seminar more than once.

(e) Clinics

Clinics and simulated clinics are limited enrollment offerings designed to expose students to a range of professional and practical experiences. Enrollment is at the discretion of the clinic instructor, and enrollment in more than one clinic per academic term shall not be permitted.

(f) Non-Law School Offerings

Students may earn credit hours toward the J.D. degree by successfully completing graduate level, non-law school offerings ("non-law courses") in other branches of the University. A student must first secure the approval of the Dean before registering for such courses. The student must demonstrate, to the Dean's satisfaction that such non-law school offerings will contribute to their professional development or will advance career-related goals.

(g) Certificates – Please see TAB D - J.D. CERTIFICATES

4. CONDUCT OF CLASSES

(a) Class Attendance

Regular and punctual class attendance is required to earn academic credit. A student who regularly fails to attend, and/or regularly arrives late to a particular course may, after written notice, be dropped from the course. It is the student's responsibility to inform faculty of anticipated multiple absences and to explain unanticipated absences of an extended nature. When it comes to the attention of the faculty member teaching a course that a student is in violation of this rule, the following process will be initiated:

- (1) The professor or the Associate Dean for Student Affairs will send written notice to the student that they are in violation of this academic rule, that their academic standing in the course is in jeopardy, and that they must schedule a meeting with the professor or the Associate Dean to discuss the situation.
- (2) The professor or the Associate Dean for Student Affairs will meet with the student to discuss the student's absences or late arrivals.
- (3) On the basis of that meeting, the student's standing in the course will be determined by the

work over a different amount of time. In terms of total time, 42.5 hours per credit is required.

Associate Dean, in consultation with the professor. Factors to be considered in that determination include, at a minimum, the number of classes or the amount of class time missed, the role of class participation in the structure and mission of the course, and the student's reasons for being absent or late.

- (4) Regardless of the initial determination of the student's standing in the course, the student will be dropped from the class if the pattern of multiple absences or late arrivals continues.

(b) Recording Class Sessions

Northeastern University School of Law prohibits student use of recording devices to capture class lectures or other course content without the express consent of the professor. Students who have the express consent of a professor to record a class must make their own arrangements to record the class. The NUSL Office of Computer Services (OCS) (324/325 KN) is generally not available to record classes for individual students, except in extraordinary circumstances arranged through the Office of Academic and Student Affairs. Some classrooms are equipped with recording equipment students can use, and for other rooms, students may borrow audio recorders from the OCS at no charge. The student must arrange for the pick-up and return of the audio recorders.

Recordings of course content, whether captured by the professor or by students, including, but not limited to, audio and video recordings and screenshots, must not be disseminated to non-course participants and should only be used for educational purposes in connection with the course.

Students should keep in mind that recordings are subject to copyright laws. By giving permission to record, the instructor does not waive any rights that the instructor or the University may have under copyright law. Faculty members may authorize video and/or audio recording, at their discretion. Faculty members consider important student concerns such as medical needs, religious observances and professional responsibilities to clients when making this decision.

A student who wishes to have classes recorded as an accommodation under the Americans with Disabilities Act should contact the Disability Resource Center, which determines if accommodations are appropriate. Students may also at times request to have one or more class meetings recorded due to a short-time absence. If you have questions in such a case, contact the Associate Dean for Student Affairs.

In accordance with the above policy, all students should be aware that any class, and discussions held therein, may be subject to video and/or audio recording.

5. ADDING AND DROPPING OFFERINGS

(a) Adding Offerings

No student may add any offerings after the first fourteen calendar days of any upper-level semester.

(b) Dropping Offerings

(1) First-Year Students: A first year student may drop a required first-year offering or may fail to register for the continuation of a year-long course only with the advance approval of the Dean. Approval will be granted only to students who demonstrate to the Dean's satisfaction compelling reasons for dropping a required first-year offering. The Dean shall report their approval to the faculty member(s) teaching the course. Such approval shall not exempt a student from the requirement of Rules 1(c) and 1(g) that all required courses must be completed with passing grades in order to earn a J.D. degree.

(2) Upper-level Students:

(A) General: Except as otherwise provided below, an upper-level student may drop any course during the first twenty-one calendar days of an upper-level academic term. It is the student's responsibility to drop the course, and if it is dropped after the first twenty-one days of the upper-level term, a "W" (withdraw) will appear next to the course on the student's official transcript.

Dropping Limited Enrollment Offerings and Clinics: A student must inform the instructor by the end of the first class session if they are not going to remain in the course. A student who does not attend the first class or decides not to take the course during the first class session must drop the limited enrollment course before the end of the third week of the upper-level academic term to avoid a "W" (withdraw) on their official transcript. Non-JD and Non-LLM students wanting to enroll in Limited Enrollment Offerings may do so only if space allows after law students have enrolled.

(B) Preference for Enrollment in the Trial Practice Courses: First Preference is to third (3rd) year students who have not taken a trial practice course; Second Preference is to second (2nd) year students who have not taken a trial practice course; Third Preference is to third (3rd) year students who have taken a trial practice course.

6. LEAVES OF ABSENCE

(a) General

During a student's tenure, the Dean may approve any student's petition to take a leave of absence for a specified period of time not to exceed one (1) year. Such leave allows the student to withdraw from the School of Law and continue their studies later without going through a reapplication process.

(b) Readmission

A student who has been administratively withdrawn from the law school for not returning to the law school at the conclusion of an approved leave of absence may petition for reentry. A written petition for reentry must be delivered to the Associate Dean for Student Affairs at least 14 calendar days before the start of the semester in which the student seeks reentry. The petition should include a detailed narrative about the circumstances that led to the administrative withdrawal. The Associate Dean for Student Affairs will review the petition and consult with other law school and University officials as appropriate to determine if the student is otherwise eligible to continue the pursuit of legal studies. If reentry is approved, the student will work with the Director of Academic Advising to

develop enrollment plans and review degree requirements. If denied reentry, the student may appeal the decision to the Associate Dean for Academic Affairs within 14 calendar days of written notice of denial. The decision of the Associate Dean will be final. Note that the JD degree must be completed within seven years pursuant to ABA Rule 311(b).

(c) Credit Retention

Students who are granted a leave of absence and who return within the specified time or who re-enter pursuant to 6(b) shall retain credit for the work satisfactorily completed prior to leaving the School of Law.

7. GRADES

(a) For an explanation of the grading system in effect in the law school, please see 1(c) above.

(b) Incomplete Grades

“Incomplete” is a temporary grade designation, which may be given when the work in a course has been generally passing, but when the student has not completed some specific course requirement, a paper or an examination and the instructor has approved the student’s completion of such requirement after the date for the conclusion of the course. The student must complete the course no later than three (3) weeks after the beginning of the second term following the term in which the course was offered.⁹ Failure to do so will result in a final grade of Fail. An additional extension to complete a course may be granted in extraordinary cases, but only if the course instructor and the Dean agree that compelling circumstances exist.

(c) Written Evaluation

In addition to the grades as previously defined, each professor shall provide a written evaluation of the quality of each student’s performance in the course.

Starting in Summer 2016, the top of Page 1 of each student’s evaluation shall say “Highlights:” Below this heading, faculty will be expected to list a student’s achievements, rather than provide a comprehensive assessment of the student’s work. Page 1 of the evaluations will not include any overall buzzwords, in other words an adjective such as “excellent,” “good” or “competent” that purports to provide an overall assessment of the student’s performance. Faculty, however, may use adjectives when describing specific aspects of a student’s achievements. Negative comments will not appear on Page 1 except when students receive a deficiency (i.e. a Marginal Pass or Fail). If a student receives a deficiency, page 1 of the evaluation can be left blank, or the faculty member can insert a critique in lieu of listing highlights.

Also, effective Summer 2016, each student shall receive a Page 2 evaluation in every course. Page 2

⁹ As an example, if a student is required to complete a paper for a course held in the fall upper-level term and receives the instructor’s approval for an extension, the student must turn in the paper by the end of the third week of the spring upper-level term.

will continue to be for the student's eyes only.

(d) Transcript

The course evaluation of any student who passes upon re-examination shall note that credit for the course was awarded on re-examination. If a student has not successfully completed a cooperative work term, the student's permanent record will contain a notation ("U") indicating that co-op credit was denied for the term. The co-op evaluation for the uncredited co-op will not become a part of the student's permanent record. Copies of the student's written evaluations and cooperative employer evaluations for all co-ops shall be maintained in their file and shall become part of the permanent transcript.

(e) Policies and Procedures for Academic Appeals

Northeastern University School of Law uses Northeastern University's graduate academic appeals policies and procedures found in the Academic Catalog. These policies and procedures describe a four-step process:

[Academic Appeals Policies and Procedures | Northeastern University Academic Catalog](#)

- Step 1. Discuss Concerns with Instructor and/or Administrator
- Step 2. Prepare an Appeal Statement
- Step 3. College/School-Level Appeal
- Step 4. University-Level Appeal

This page describes how the general principles and procedures articulated in the Catalog apply within the law school in the context of grade appeals. NUSL's policies with respect to grade changes reflect those within the legal academy generally: while grade changes are permitted in response to a clerical or calculation error, professors are not permitted to unilaterally change grades based on their re-evaluation of a student's work nor are administrators permitted to substitute their academic judgment for that of the instructor. Similarly, the appeals process for grade appeals, which is described more fully below, is not intended as a vehicle for re-evaluation.

Step 1: Discuss Concerns with Instructor and/or Administrator.

Time frame: the student should have this discussion as soon as possible after the academic determination, given the 28-day time frame in Step 2.

- A student who has concerns about their grade is encouraged to speak with their instructor about their performance in the course. Such conversations can help clarify the reasons for which a student received a particular honorific or narrative evaluation, as well as provide an opportunity to discuss how the student's performance might be improved in the future.
- If a student believes that a clerical or calculation error has resulted in an incorrect grade, the student should notify the faculty member and/or the Office of Academic and Student Services (ASA) as soon as possible for investigation. While professors cannot independently change a grade for a student, even in this circumstance, professors will work with ASA to correct the clerical grading error. In such cases, grades may be corrected without the initiation of an appeal.

- Similarly, if a student believes that the professor failed to comply with law school rules for grading, such as rules related to the distribution of honorifics or the allowed content of evaluation highlights, the student should reach out to the faculty member or to ASA. Changes needed to ensure compliance with law school rules may be made without the initiation of an appeal.
- If a student is still considering an appeal, the student should speak to the Associate Dean for Student Affairs, who are the designated representatives of the Associate Dean for Academic Affairs.

Step 2: Prepare an Appeal Statement.

Time Frame: the student should submit the appeal statement within 28 calendar days of the academic determination. For the Law School, that is the issuance of the Honorific and Page 1 evaluation on Symplicity.

- As described in the Academic Catalog, a student who believes that their grade was affected by discrimination or harassment prohibited by law or university policy should submit their appeal statement for initial review and investigation to the [Office for University Equity and Compliance \(northeastern.edu\)](http://northeastern.edu) before initiating the appeal process described below.
- At the written statement stage to the Law School, the student must follow the policies and procedures in the Academic Catalog. The Catalog describes the appeals process as a mechanism for “students who believe that they have been erroneously, capriciously, inappropriately, or otherwise unfairly treated in an academic... determination.” It notes that “[s]tudents must understand that the substitution of a different academic judgment for that of the original evaluator is a serious intrusion upon academic prerogatives entrusted to the faculty and others involved in academic evaluations.”
- The appeals statement should explain the basis for the appeal and provide any relevant supporting documentation. The Academic Catalog instructs that the “Statement must start with a clear description of the basis for the appeal and should include: (1) basic facts about the situation leading to the appeal; (2) when the situation occurred; (3) who was involved; and (4) the resolution sought by the student.” The Academic Catalog cautions that appeals “should avoid unsubstantiated, defamatory, or *ad hominem* accusations regarding the motivations of the faculty member or other persons involved in making the academic determination.”
- The grade appeal should be sent by email with one PDF document that includes and combines all attachments to Associate Dean for Student Affairs, and the Associate Dean for Academic Affairs with the subject heading “Grade Appeal in X Course from Y Semester Z Year” no later than 28 calendar days from the day when the grade is made available to the student.
- As described in the Academic Catalog, a student who believes that their grade was affected by discrimination or harassment prohibited by law or university policy should submit their appeal statement for initial review and investigation to the [Office for University Equity and Compliance \(northeastern.edu\)](http://northeastern.edu) before initiating the appeal process provided above.

Step 3: College/School-Level Appeal.

Time Frame: the Law School must issue its determination within 35 calendar days of the student’s

submission of the appeal statement.

- At the Law School, the Associate Dean for Academic Affairs reviews the appeal statement and then determines next steps, which might but do not necessarily include a follow-up conversation with the student, communication with the faculty member, and/or communication with others who could provide relevant information. In conducting this review and making a final determination, the Associate Dean for Academic Affairs will not substitute their own evaluation of the student's work for that of the faculty member.
- A decision must be issued within 35 calendar days of the submission of the student's appeal statement. If the student adds information or revises the submission, the 35-day period for consideration restarts. The decision provided to the student need not include an explanation of its reasoning.

Step 4: University-Level Appeal.

Time Frame: the student should submit their university-level appeal within 10 calendar days of the Law School's decision or lack thereof.

- The Academic Catalog provides "If the student is not satisfied with the college/school's disposition of the matter, or if the appeal is not resolved within 35 calendar days after originally submitted to the college/school...the student may further pursue the matter by requesting in writing within 10 calendar days of the notification from the college/school...that the university convene the Academic Appeals Resolution Committee to review the issue. The student should review and follow the procedures described in detail in the Academic Catalog, if they wish to appeal beyond the Law School.

8. EXAMINATIONS

(a) General

As part of the testing of scholastic achievement, a written examination of suitable length and complexity shall be required in every course for which credit is given, except clinical work, courses involving skills practice such as moot court, trial practice, legal writing and drafting, and other performance courses, and in courses involving extensive written work such as seminars and individual research projects.

(b) Timing of Assignment of Term Papers and Drafting and Negotiating Exercises

Instructors should provide notice of term papers or drafting or negotiating exercises as early as possible during the upper-level term so that the assignment will not interfere with a student's preparation for examinations in other classes. In particular, instructors may not assign term papers or drafting or negotiation exercises that will be a substantial part of the final grade during the last two (2) weeks of classes before the official examination period.

(c) Proctoring Examinations

Examinations shall be given pursuant to such proctored or honor system as the course instructor deems necessary.

(d) Grading Examinations

Examination numbers shall be employed for all final examinations, including take-home examinations. Examinations are graded anonymously, and grades are submitted tentatively on that basis. Instructors may, thereafter, learn the identity of students before finalizing course grades so that factors other than the final examination scores may, at the instructor's discretion, be reflected in the final course grade determination.

(e) Postponed Examinations

- (1) Students are generally required to take their exams when scheduled unless they have been granted a postponement by the Office of Academic & Student Affairs.
- (2) Students seeking a postponement should *not* contact their professor. To preserve anonymity and the integrity of the grading process, students should instead contact the Associate Dean of Student Affairs.
- (3) Postponements may be granted by the Associate Dean for Student Affairs in their discretion only for a compelling reason, including but not limited to cases of illness (including physical illness or an acute mental health incident).
 - (A) Any student who believes *before* the exam that they need a postponement shall contact the Associate Dean for Student Affairs prior to the administration of the exam.
 - (B) Any student who becomes ill *during* an exam shall notify the proctor if one is present and immediately contact the Office of Academic and Student Affairs (ASA). An ASA staff person, shall—if possible—meet the student outside of the exam room, or—in the case of an exam taken remotely—speak with the student by phone, to determine the proper course of conduct. If no ASA staff person is available to respond swiftly, the student may leave the premises and the Associate Dean for Student Affairs shall make contact with the student as soon as possible.
- (4) Students who require accommodations during examinations are expected to obtain the necessary approval from the Disability Access Services (DAS). Failure to obtain the necessary approval in advance will not be deemed a compelling reason for postponing an exam.
- (5) A student for whom the Associate Dean for Student Affairs approves a postponement shall be required to take the postponed exam as soon as practicable as determined by the Associate Dean for Student Affairs. If grades for the course are submitted before the student takes the postponed exam, the student shall receive a grade of Incomplete.
- (6) A student who fails to appear for a scheduled exam without permission to postpone or who fails to timely hand in any assignment without an extension from the professor, may at the professor's discretion receive a grade of Fail or a reduced grade on the exam or assignment.

(f) Variations in Examination Schedules

Students may arrange the following variations in the examination schedule with the approval of the Office of the Dean.

- (1) Same Day Examinations: When a student has two (2) in-class examinations scheduled on a single calendar day, they may postpone the date of one (1) such examination to a subsequent date approved by the Office of the Dean. In all cases, the subsequent date shall be within the official examination period.
- (2) Consecutive Day Examinations: When a student has three (3) or more in-class examinations scheduled on three (3) consecutive calendar days, they may postpone the date of one (1) such examination to a subsequent date approved by the Office of the Dean. In all cases, the subsequent date shall be within the official examination period.
- (3) Construction of Rules: The above rules shall be construed so as to assure that no student is required to take more than two (2) in-class examinations in any three (3) consecutive calendar days.

(g) Examination Procedures

Before each examination period, a schedule will be posted on the Academic and Student Affairs website. In order to preserve anonymity in grading, examinations are identified by a number assigned to each student at the beginning of every examination period; students will receive their examination numbers from the Office of Academic and Student Affairs. This number should be retained by the student for that period and written on all examination books and papers. After reading and grading the exam, the faculty member will identify the author of each one, making suitable adjustments in the evaluations to reflect classroom performance.

Administered by the Office of Academic and Student Affairs, examinations may be open or closed book, or take-home, at the discretion of the professor. Students may handwrite their exams or use their own laptop computers. The Office of Academic and Student Affairs will assign each student to a room in which the student must take their exam. Students using their own laptops will be required to install secure exam software provided by the law school.

Examinations may be conducted on the honor system or proctored. Under the latter method, students will be told at periodic intervals how much time is left. At the end of the maximum time allowed, students must submit their answers as well as the exam itself and any scrap paper the student has used.

Students are only permitted to postpone or reschedule examinations pursuant to Academic Rule 8.

(h) Retention of Examination Papers

Deposit: All final examination papers must be deposited by course instructors with the Office of Academic and Student Affairs within four (4) weeks after the date final grades are submitted to the

Registrar. Once deposited, final examination papers shall be retained by the Office of Academic and Student Affairs for one (1) year.

- (1) Right of Review: Students shall have the right to review their evaluated examinations. In cases in which the instructor deems it appropriate, the instructor may require that the student review the graded examination and/or examination questions in the instructor's presence.
- (2) Faculty shall use either the exam software administered by the Office of Academic and Student Affairs ("ASA") or the university courseware system to administer final examinations and assessments. These programs automatically archive uploaded material. Once archived by these programs, final examination papers shall be retained for seven (7) years. ASA shall oversee the retention of archived academic materials to ensure that items are retained for the entire period. In the event of a change in exam software or university courseware, ASA shall ensure that the materials still within the retention period are archived in another way.

9. ACADEMIC PERFORMANCE

(a) Academic Deficiencies

- (1) A grade of Fail results in no credit for the course and a record of two deficiencies.
- (2) A passing grade in the course, upon retake of the exam or course, restores course credit but does not expunge deficiencies.
- (3) A grade of Marginal Pass results in credit for the course but a record of one deficiency.

(b) Academic Probation

- (1) After receiving notice, a student shall be placed on Academic Probation for the following two academic semesters (*i.e.*, classroom-based semesters) if they cumulatively receive two deficiencies.
- (2) Requirements
 - (A) While on Academic Probation, a student may not: (i) enroll in a dual degree program or interdisciplinary certificate, or (ii) take a non-law school course, unless that course is part of a dual degree program or certificate in which the student was enrolled prior to being notified of the Academic Probation.
 - (B) Once notified that they are on Academic Probation, a student must complete (i) courses in Professional Responsibility and Evidence during their next upper-level academic term, if they have not already done so; (ii) two additional bar-related courses at any time; (iii) Legal Research and Writing II during their next upper-level term *if* the student received a Pass or below in LSSC: Research and Writing; and (iv) Strategies for Bar Success during their final academic term.

(C) All course enrollments taken during the probation period must be approved by the Associate Dean for Student Affairs.

(c) Academic Success Program

(1) Any of the following result in mandatory referral to the Academic Success Program and mandatory participation to the extent determined by the Assistant Dean for Academic Success:

(A) One or more deficiencies in the first semester of the first year.

(B) Two deficiencies accumulated at any time over the course of law school.

(C) A grade of Pass in all first semester of the first-year podium classes, all second semester of the first-year podium classes, or all classes during a single upper-level academic term.

(D) One or more referrals from professors in first year classes, followed by a decision of the Assistant Dean for Academic Success after meeting with the student and in consultation with the Associate Dean of Student Affairs.

(E) Two or more referrals from professors accumulated at any time over the course of law school.

(2) When participation in the Academic Success Program is mandatory, failure to comply with or perform adequately in the program may result in an additional deficiency at the discretion of the Assistant Dean for Academic Success.

(3) The Academic Success Program is available to all students on a voluntary basis. Students who receive any deficiencies are especially encouraged to participate.

(d) Notification of Possible Deficiency in LSSC: Research and Writing

(1) By the end of January of the 1L year, LSSC faculty shall notify the Associate Dean for Student Affairs and the Assistant Dean of the Center for Co-op and Career Development of any students whose performance in LSSC: Research and Writing indicates that they are at risk of receiving a deficiency in the course. The Associate Dean shall provide these students with a notice of risk.

By April 1, LSSC faculty shall again notify the Associate Dean for Student Affairs of any students who are at risk of receiving a deficiency in LSSC: Research and Writing, including students who received a notice of risk in January and continue to be at risk. The Associate Dean shall provide these students with a notice of risk.

(2) LSSC faculty shall also notify the Associate Dean for Student Affairs of any student who was identified as being at risk for deficiency in January but whose work improved such that they are no longer at risk in April.

- (3) The Associate Dean for Student Affairs shall refer the students who receive a notice of risk to the Assistant Dean for Academic Success.
 - (4) Students who receive a notice of risk may not go on co-op the summer following their 1L year. A student who receives a notice of risk in January and has already accepted a summer co-op must withdraw from the co-op (with the assistance of a co-op advisor) as soon as the notice of risk is received. A student who receives a notice of risk in April and has already accepted a summer co-op may, at the discretion of the Associate Dean for Experiential Education, have to withdraw from the co-op (with the assistance of a co-op advisor) as soon as the notice of risk is received.
 - (5) Students who receive a notice of risk and ultimately receive a grade of Pass in LSSC: Legal Research and Writing are strongly encouraged to take Legal Research and Writing II (or, if not available, the Legal Writing Workshop) during their next academic semester.
- (e) Mandatory Upper-Level Courses and Approval of Course Registration Plans
- (1) Any student who is not on academic probation but receives a single deficiency in the first year
 - (A) shall be required to enroll in Strategies for Bar Success during their final academic term,
 - (B) may be required to complete specific upper-level courses as determined by the Assistant Dean for Academic Success in consultation with the Associate Dean for Student Affairs,
 - (C) is strongly encouraged to take at least one bar-related course per academic term, and
 - (D) shall be required to submit their course registration plan to the Associate Dean for Student Affairs for approval.
 - (2) Any student who (i) receives a deficiency in LSSC: Research and Writing or (ii) receives a Pass in LSSC: Research and Writing and a deficiency in a podium course or in LSSC: Legal Skills in Social Context during their first year,
 - (A) shall not go on summer co-op following the student's first year. If the student has already accepted a summer co-op, the student must withdraw from such co-op.
 - (B) shall be required to successfully complete Legal Research and Writing II prior to going on the first co-op; and
 - (C) If the student is already on the summer co-op when notified of the relevant deficiency, the student shall not be required to withdraw from that co-op and shall be required to successfully complete Legal Research and Writing II prior to going on their second co-op.

- (3) Any student for whom the Assistant Dean for Academic Success receives a referral from one first-year podium instructor, or two upper-level instructors may, at the discretion of the Assistant Dean for Academic Success in consultation with the Associate Dean for Student Affairs, be required to complete specific upper-level courses and/or to submit their course plan for the following academic term to the Associate Dean for Student Affairs for approval.
 - (4) The Assistant Dean for Academic Success may, in their discretion, require any student to meet with the Associate Dean for Student Affairs.
 - (5) Any student who receives all grades of Pass in any single semester shall be required to submit their course registration plan to the Associate Dean of Student Affairs for approval for their following two academic semesters.
- (f) Mandatory Retaking of the First Year Course
- (1) Students may be required to retake all or part of the first year as follows:
 - (A) A student who receives two or more deficiencies in their podium courses shall retake all or part of the first year as determined by the Associate Dean for Student Affairs after meeting with the student and consulting with the student's first year instructors.
 - (B) A student who fails any first-year course must retake the course.
 - (C) If a student receives a failing grade in a first-year podium course, the Associate Dean of Student Affairs may, in their discretion and with the approval of the podium faculty member, permit a student who faced extenuating circumstances to retake the final exam without retaking the course.
 - (2) A student who is enrolled in summer term courses and receives notice of two or more deficiencies may complete the summer term.
 - (3) A student who has two or more deficiencies after the first semester of the first year shall stay in school or take a leave of absence during the following summer term. They must withdraw from early co-op placements as soon as they receive notice of their deficiencies.
 - (4) A student who, by the end of their 1L year, has accumulated two or more deficiencies (including in LSSC: Research and Writing or LSSC: Legal Skills in Social Context) shall stay in school or take a leave of absence during the following fall term at the discretion of the Associate Dean of Student Affairs. They must withdraw from early co-op placements as soon as they receive notice of their deficiencies but if they are on co-op when they receive notice of the deficiencies shall not be required to withdraw from the co-op.
- (g) Exam Re-Takes in Upper-Level Courses

The Associate Dean of Student Affairs may, in their discretion and with the approval of the faculty member, permit a student who faced extenuating circumstances to retake the final exam in an upper-level course. An such exam retake shall be scheduled for as soon as is practicable.

(h) Failure to Successfully Complete Cooperative Work

Any student failing to successfully complete a cooperative work term shall be deemed to be on probation and subject to the terms and conditions set forth in the Center for Co-op and Career Development policies and protocols.

(i) Any of the following result in Permanent Dismissal from the law school:

- (1) Six or more deficiencies during the first year.
- (2) A Fail in any first-year course (including LRW or SJ courses that comprise the LSSC program) or a fail on an exam retaken pursuant to 9(f).
- (3) Two or more Marginal Passes in 1L exams or courses that the student has retaken pursuant to 9(f).
- (4) Receipt of two deficiencies in any upper-level term while on Academic Probation.
- (5) A fail in a first-year course or exam that was retaken a third time after the course was initially passed and then failed upon retake pursuant to 9(f).
- (6) Failure to successfully complete two cooperative work terms.

10. READMISSION FOLLOWING DISMISSAL FOR ACADEMIC FAILURE

(a) Grounds for Readmission

Any student who is dismissed under Rule 9 or Rule 10 may petition the Dean for readmission. Readmission shall be granted only under exceptional circumstances. Exceptional circumstances are those involving the illness of the student or a person close to the student or another serious difficulty that is both outside of the student's immediate control and unlikely to recur.

(b) Procedure for Petitioning the Dean

Dismissed students must wait one (1) year before the Dean will accept a petition for readmission. The petition shall explain the exceptional circumstances leading to the student's failing academic performance and why such circumstances are unlikely to recur. The petition may include supporting documentation (*e.g.*, a letter from a physician). The contents of the petition shall be kept confidential except as necessary for deliberation.

The Dean shall appoint an ad hoc committee consisting of three (3) members of the law school faculty and administration to review the petition. The student may request a brief meeting with the ad hoc

committee. After reviewing the petition, the ad hoc committee shall make a recommendation to the Dean to deny the petition or readmit the student. The Dean, in their discretion, may accept or reverse the recommendation of the ad hoc committee. The Dean and/or the ad hoc committee may place conditions on reinstatement. The Dean shall inform the student of their decision by letter. If the letter denies the petition, it shall state briefly the reasons for the denial. The decision of the Dean shall be final. The Dean need not accept a subsequent petition for readmission from the student.

11. GRIEVANCES

Students who wish to appeal a course evaluation should follow the provisions under Rule 7(e). The Northeastern University Undergraduate and Graduate Student Catalogs also provide for an appeal of the decision of the Dean. Students should consult the catalogs to determine the applicable procedures or seek advice from the Associate Dean for Student Affairs or other appropriate University Official. Students who feel that they have been the victim of harassment or discrimination should consult with the Northeastern University Office for University Equity and Compliance as soon as they become aware of alleged prohibited harassment or discrimination. Students are not required to wait until a term grade or other determination is made before seeking advice on redress. If the Office for University Equity and Compliance is advised of such alleged prohibited conduct as part of an academic appeal, the appeal shall be pursued and investigated through the Office for University Equity and Compliance first.

12. STUDENT COMPLAINTS – ABA Standard 510 Policy

(a) Reporting a Complaint

Northeastern University School of Law has a process by which concerns about significant problems that directly implicate the school's program of legal education and its compliance with the ABA's Accreditation Standards can be filed and reviewed. Any student having such a concern should submit to the Associate Dean for Student Affairs a written complaint alleging non-compliance within one year of the facts on which the allegation are based and may file at the same time a complaint with the ABA Consultant on Legal Education. The written complaint to the law school should describe in detail the conduct, program, process or other matter that is the subject of the complaint, and should explain how the matter implicates the law school's program of legal education and its compliance with a specific, identified ABA Standard(s). The complainant must provide their name and official law school e-mail address for further communication about the complaint. When filing a complaint with the ABA Consultant on Legal Education, a complaint must be in writing using the form "**Complaint Against an ABA-Approved Law School**" and the complaint must be signed. The form and description of this process are available online at the **ABA Consultant on Legal Education** under **Accreditation**.

(b) Resolving the Complaint

When a formal written complaint has been made to the Associate Dean for Student Affairs in accordance with section A, the Associate Dean shall investigate as soon as possible, but in no event later than 30 business days after the filing of the written complaint. The Associate Dean for Student Affairs shall attempt to resolve the complaint, if possible, within the 30 business day period. If

resolution is not possible, the Associate Dean for Student Affairs may refer the matter to the appropriate administrator, administrative body, or an administrative official designated by the Dean (the “Dean’s designate”).

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

Upon completing the investigation of the complaint, the Associate Dean or Dean’s designate shall communicate their findings in writing, and if appropriate, its intended actions to be taken in response to the complainant.

(c) Appeal Process

If the complainant is dissatisfied with the outcome or resolution of a complaint, they have the right to appeal the decision to the Dean, or their designate, or with the ABA Consultant on Legal Education. The complainant should submit their written comments in a timely manner to the Dean of the Law School, but in no case more than two weeks after receiving a response to the original complaint from the Associate Dean or the Dean’s designate. The Dean’s decision on the appeal shall be communicated to the complainant and the investigator(s) within 30 business days and shall be final.

(d) Maintaining a Written Record of the Complaint

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

(e) Protection Against Retaliation

The Law School will not in any way retaliate against an individual who makes a complaint under this section, nor permit any faculty member, administrator, employee or student to do so.

(f) Not Exclusive Complaint Policy or Procedure

Please note that the Northeastern University School of Law’s Student Information Handbook and Northeastern University Undergraduate and Graduate Catalogs have separate sections pertaining specifically to Sexual Harassment complaints, grade/evaluation appeals, and those complaints that may fall within the parameters of the Northeastern University Code of Student Conduct.

III RULE REVISION

No rule will be amended in a manner which unfairly prejudices a student who has justifiably relied upon it. Amendments may be proposed by any member of the law school community. Such proposals may be directed to the Academic and Student Life Committee. All rule revisions shall be made in accordance with the requirements of Section VI. In appropriate circumstances, input from students will be solicited in a manner consistent with these rules and the existing Law School Charter.

IV PETITIONS TO THE FACULTY

Students and faculty are expected to comply with the rules of the School of Law. A student or faculty member, however, may for good reason seek an exception to the rules or appeal the administrative decisions made pursuant to the rules by petition to the faculty.

V EFFECTIVE DATE

The rules contained herein shall be effective as of publication and are subject to change.

VI CONFORMITY WITH ACCREDITATION RULES

These rules shall be interpreted in conformity with the accreditation requirements of the American Bar Association, the Association of American Law Schools, and the Court of Appeals of the State of New York. Adopted by vote of the Law School Advisory Council on October 15, 1981; amended April 15, 1982; amended April 30, 1992 by the Faculty and adopted by the Law School Advisory Council on July 2, 1992; amended and adopted by the Faculty on March 25, 1993; amended and adopted by the Faculty on April 18, 1996; amended and adopted by the Faculty on April 17, 1997; amended and adopted by the Faculty on April 26, 2001; amended and adopted by the Governing Council on March 9, 2005; amended and adopted by the Faculty on March 9, 2007; amended and adopted by the Faculty on April 16, 2009; amended and adopted by the Faculty on December 6, 2011; amended and adopted by the Faculty on October 31, 2012; amended and adopted by the Faculty on April 4, 2016; amended and adopted by the Faculty on May 4, 2018; amended and adopted by the Faculty on April 22, May 13, & May 20, 2019; amended and adopted by the Faculty on January 25, 2021.*

Please note that the Northeastern University Graduate Catalog is the official statement for graduate or professional students. Therefore, its rules take precedence over certain but not all guidelines contained in this manual.

***The Law School Charter is available on Canvas, the law school's internal portal.**

POLICIES, PROCEDURES, AND PROGRAMS

ACADEMIC HONESTY

A necessary prerequisite to the attainment of the goals of the University is the maintenance of honesty in all academic work. Students are expected to present only that which is clearly their own work on tests and in any material submitted for credit.

The law school does not use traditional numerical or alphabetical grading methods, nor does it have Grade Point Averages or class rankings. The narrative evaluations that students receive in each course do, however, describe how well the student has performed and, as these evaluations become part of a student's official transcript, they can, and often do, play a significant role in the hiring decision of co-op and permanent employers.

PLAGIARISM AND RELATED OFFENSES AND ERRORS

I Definitions

The University's Academic Integrity Policy defines plagiarism as "using as one's own the words, ideas, data, code, or other original academic material of another without providing proper citation or attribution." Sanctions for violations of the University's [Academic Integrity Policy](#) are determined by the Student Conduct Board in accordance with the University Code of Student Conduct. [Visit <http://www.northeastern.edu/osccr/> for more information.]

The Law School is bound by these rules (which are referenced in the Graduate Catalog). The purposes in this Part are to clarify for the Law School's internal purposes how the University definition applies in the context of a field anchored in precedent and in a professional culture that relies on such practices as maintaining and drawing from "brief banks," and also to distinguish other offenses and errors which should or should not trigger University disciplinary procedures.

A. Unauthorized Collaboration vs. Copying from another Student

Both unauthorized collaboration and copying from a fellow student are covered in the Handbook under the heading of *Academic Integrity Policy*, and the same procedures and penalties apply as do to plagiarism. In the study and practice of law, many projects are the result of teamwork, consultation and vigorous exchange. Law students learn this early and well in their Legal Skills in Social Context Law Offices. Furthermore, at least some instructors in law school "podium" classes expect students to discuss issues before sitting down to draft a memorandum, paper or take-home examination.

NUSL has a blanket presumption applicable to all assignments completed outside of class that students may discuss issues and arguments *prior to* writing, but that the written products that students turn in must be theirs alone. Any instructor may by explicit instruction deviate from the policy (whether to encourage greater collaboration or to prohibit it) at any time. The presumption *shall not apply* to in-class examinations, where collaboration is presumptively forbidden. If, however,

instructors wish to prohibit the use of collaboratively developed course outlines, they must do so explicitly. The mere fact of an instructor prohibiting the use of commercially prepared outlines shall not be read to have been adequate notice of a prohibition against outlines prepared collaboratively by students.

As explained above, an instructor may be explicit that a written product is expected to be the result of a group effort (*i.e.*, a single paper or memorandum may be expected to bear the names of more than one (1) student). If one (1) member of the group commits an offense of academic dishonesty without the knowledge of the other group members, those other group members shall not be held accountable for the offense. All students who lend their names to a final product, however, are expected to do so only when based on the good faith belief that the work is original to the group.

In addition, no student may submit a single paper in satisfaction of the requirements for two (2) courses, nor shall a student submit two (2) papers which are not identical but which nonetheless represent essentially the same body of research and the same ideas, unless the instructors for both courses grant their explicit permission. For example, if a student is enrolled in two (2) courses for which a twenty (20) page paper is required, the instructors for the two (2) courses may, in their discretion and by mutual agreement, permit the student to submit a forty (40) page paper to satisfy the requirements of both courses.

Copying the work of another law student (past or present, at Northeastern or elsewhere) and turning the work in as one's own is strictly prohibited and shall result in referral to the University for disciplinary proceedings. This rule applies not only to wholesale copying of an entire product, but also to copying any part of a product written by someone else. Purchasing a paper, for example, from an on-line service, is strictly forbidden and shall result in referral to the University for disciplinary proceedings.

B. Sloppy Citation vs. Plagiarism

Law students are responsible for properly citing to all sources for assertions of fact, statements of law, comments, ideas or arguments. This obligation extends to (but is not limited to) sources such as cases, statutes, regulations, policy memoranda, law review articles, books, and web sites – even movies. Instructors shall be vigilant in their continuing instruction to students regarding the specifics of this obligation. Students are excused from this obligation during timed exams and may be excused by explicit instruction from this obligation during take-home exams.

That said, students typically proceed along a learning curve as they adapt to the rigors of law school and the practice of law. *Unintentional* failure to meet the standards for attribution, therefore, shall be considered a deficit in learning requiring an educational remedy rather than an offense against Academic Honesty. When an instructor suspects that the failure to cite has been *intentional*, however, the offense will be deemed to fall under the University definition of plagiarism and shall result in a referral to the University for disciplinary proceedings.

C. The Special Circumstances of Co-op and Clinical Work

In many instances, law students produce work that serves two (2) purposes: pedagogical and professional. For example, a memorandum drafted on co-op is part of the student's education, for which the student can hope to receive feedback from a supervisor and on which the student's performance might be evaluated. The same memorandum, however, might also contribute to the work of the co-op employer in serving the employer's client or another professional function. As all lawyers know, many legal materials enjoy long lives, resurfacing in substance again and again on different occasions. For example, a law firm might use "boiler plate" language setting forth the standard for summary judgment, or might maintain a "brief bank."

The Law School would undermine the symbiosis of education and professional work that underlies the co-op and clinical programs by insisting that students deviate from accepted professional practices designed to maximize efficiency. There can be no absolute rule, therefore, that students on co-op or in a clinical setting ignore existing documents relied upon by their employers and clinical instructors and draft each document from scratch.

Instead, while students must be free to adapt to the customs of the profession, they bear the burden of ensuring that they are not wrongfully credited for work they did not perform. For example, if a student turns in a product to their supervisor that is substantially drawn from a pre-existing document, the student must inform the supervisor that the work is not original so that the supervisor does not evaluate the student based on work that was performed by someone else. Similarly, the student may not use the product as a writing sample to send to prospective employers or submit the product to satisfy the Law School's Rigorous Writing Requirement.

The same standard applies where the student has collaborated on a professional product so that they are not falsely credited for the product in its entirety. (If possible, the student may sever their contribution and present it separately.) Of course, the distinction discussed in Part B above (between intentional and unintentional failure to meet attribution standards) shall apply in co-op and clinical contexts as well as in the context of a traditional academic exercise.

II Process for Internal Investigation of Possible Offenses

Instructors are those faculty members, adjunct faculty and lecturers responsible for a course or for supervising student work. Teaching assistants and teaching facilitators are not considered instructors for purposes of this Part. Any teaching assistant or teaching facilitator who suspects one of their students of academic dishonesty shall notify the instructor for the course, whose responsibilities are set forth in this Part.

An instructor who suspects irregular citation or plagiarism in a student submission shall compare suspect passages to likely sources. If the most likely source is from an assigned course reading or fellow student's paper, the instructor shall compare the suspect text with those sources directly. The instructor also shall conduct an initial search using Westlaw, LexisNexis and/or any other electronic databases if appropriate. If the instructor does not locate a source using these means or if these means are not appropriate, but the instructor still suspects that the work is not original to the student, they may ask the Law Library Director to

search other sources, first providing copies of the student submission and the results of any searches already performed. The Law Library Director will report additional results back to the instructor.

If, based on the results of their own research or that of the Law Library, the instructor believes that an offense of academic dishonesty is likely to have been committed, the instructor shall notify the Associate Dean for Student Affairs, meet with the student, present the student with any materials thought to have been relied upon without attribution, and discuss the matter. If, after said discussion, which may include the Associate Dean for Student Affairs, the instructor still believes that an offense of academic dishonesty is likely to have been committed, the instructor shall ask the Associate Dean for Student Affairs to refer the matter to the University for disciplinary proceedings. If the instructor believes that it is unlikely that such an offense has occurred, no referral to the University shall be made. If the instructor believes that an error in citation, rather than an intentional misrepresentation, has occurred, the instructor shall take whatever steps they deem necessary to educate the student regarding citation standards (such as requiring the student to re-do the relevant assignment or referring the student for academic assistance). If the instructor determines that the matter requires further investigation prior to making a decision, they may refer the matter to the Associate Dean for Student Affairs, including copies of the student's submission and a copy of any suspected source that was not appropriately cited. The Associate Dean for Student Affairs shall consider the matter and confer with the instructor regarding the instructor's decision. If the student submission in question was written on co-op, an appropriate administrator, rather than an instructor, may make the decision.

POLICY ON ANONYMOUS EVALUATION OF STUDENT PERFORMANCE

The course syllabus may explain that a final grade consists of specified factors in addition to one's performance on a final exam, paper or project.

In a course with a final examination, paper, or project, once an initial grade based on the final examination is submitted by the faculty member, student names will be revealed. Faculty will then be able to alter the students' grades based on factors specified in the syllabus.

OFFICE OF ACADEMIC AND STUDENT AFFAIRS

The Office of Academic and Student Affairs is the administrative center for all of the day-to-day operations of the school's academic program. It performs all of the following tasks: maintenance of students' academic files; course registration; scheduling of classes and examinations; administration of examinations; processing of course evaluations; processing of requests for letters of good standing; production of the academic calendar; enforcement of the academic rules of the law school; certification of students for the J.D. degree and eligibility for the bar; liaison with all involved University offices including the Registrar, University Financial Services, and the Disability Resource Center. All questions relating to students' academic program should be directed to this office. The Associate Dean for Student Affairs, who supervises the law school's academic and student programs, is available for individual counseling and advising.

STANDARDS OF CONDUCT

Students are required to comply with standards of conduct established and announced by the Office of the Dean. Students also should be aware that the Northeastern University Graduate Catalog contains academic policies and standards, as well as standards of conduct, which are applicable to all University graduate students, including students of the School of Law.

PROFESSIONALISM & ONLINE DECORUM

Please be aware that if you have your own website or blog, or you use services such as Facebook, your information may be available to anyone who wants to view it, including prospective employers, many of whom now routinely check internet sources before interviewing or hiring an individual. Please remember that if you put information and/or photographs on the internet, you have no control over who may copy, forward, or change the material.

Additionally, every state to which you may apply to take the bar exam and for admission as an attorney has a provision for reviewing the character and fitness of applicants. Although each state has its own requirements, all of them require a certification by the Dean of the law school. That certification requires the Dean to report certain matters, often broadly defined, that the Dean believes may reflect adversely on the applicant's character or fitness. As an example, the language of the Massachusetts application is instructive. In relevant part it requires the Dean to "report to [the Board of Bar Examiners] ... anything which appears to [the Dean] to be adverse in respect of the moral character or fitness to practice law of the applicant or anything which, in [the Dean's] opinion, should be investigated by the Board with respect thereto." Information that you have posted on the internet may well fit into that definition.

Use of Generative AI Tools at the School of Law

You must adhere to rules and standards for confidentiality, privilege, ethics, and professional responsibility, which are referenced below and form the foundational framework upon which any specific instruction from a professor, administrator, or employer must align. Additionally, before using any generative AI tool, you should read your professor's syllabus, review any relevant school or workplace rules, and consult your professor or supervisor to find out what is allowed and what is not allowed.

The School of Law recognizes the significant ethical considerations and risks associated with artificial intelligence (AI), especially in the legal field where issues arise regarding confidentiality, privilege, and professional responsibility. There is a noticeable absence in many educational resources regarding the potential dangers of utilizing AI for tasks involving, among other things, confidential information, proprietary data, or potentially incriminating material. It is, thus, imperative for current and future legal professionals to understand these concerns and address the pitfalls of AI integration to ensure ethical and responsible use in legal practice.

Sharing information with generative AI technology through the open internet may violate principles of confidentiality, ethics, and professional responsibility. Any information uploaded into generative AI tools is

considered to have entered the public domain. The loss of control over the uploaded information can pose significant risk to attorneys, clients, and the public.

Additionally, the use of generative AI in legal practice involves risks pertaining to the source and accuracy of information. In legal work, the ability to authenticate the source of information and verify its accuracy is crucial to ensuring the integrity of legal analysis, arguments, and submissions. Unlike traditional legal research methods where the sources of information are explicit and traceable, the algorithms and data sets used in AI systems often lack transparency. It is nearly impossible to determine whether the information originated from reputable sources, underwent rigorous scrutiny, or was not subject to bias or manipulation during the algorithmic process.

As noted above, the expectations for AI use might vary across professors, administrators, and employers. Before using any generative AI tool, read your professor's syllabus, review any relevant school or workplace rules, and consult your professor or supervisor to find out what is allowed and what is not allowed. For example, at Northeastern University, the [Code of Student Conduct](#) provides information about academic integrity and other standards. Regardless of any rules in place at a particular institution or company, ethical practice and professional responsibility must always be adhered to.

Ultimately, the School of Law seeks to address these concerns and prepare future legal practitioners to navigate the complexities of AI integration. By advocating for transparency, accountability, and ethical standards, we strive to uphold the integrity of legal practice and ensure the credibility and authenticity in the practice of law.

PUBLIC INTEREST GRADUATION REQUIREMENT – Please see TAB A - PUBLIC INTEREST REQUIREMENT

RIGOROUS WRITING REQUIREMENT – Please see TAB B - RIGOROUS WRITING REQUIREMENT

EXPERIENTIAL EDUCATION REQUIREMENT – Please see TAB C - EXPERIENTIAL EDUCATION Requirement

CURRENTLY ENROLLED STUDENT/REGISTRATION FOR UPPER-LEVEL STUDENTS

In order to be considered a currently enrolled student, you either must be registered for an academic term or on a confirmed co-op; otherwise, you are considered a Withdrawn Not Registered (“WNR”) student. The consequences of a WNR status are numerous, including being removed from the official student roster and losing eligibility for financial aid.

To be officially registered with the University for an academic term, you must register for classes through Student Hub during the scheduled registration period for that term. To be on a confirmed co-op, you must notify lawcoop@northeastern.edu with your co-op employer information. If you have developed your own co-op, your employer must also submit documentation to the Center for Co-op and Career Development confirming the placement.

CHANGE OF ROTATION

Students who wish to take a leave-of-absence or to change rotation must submit the relevant form to the Office of Academic and Student Affairs. That office will then convey the form to Associate Dean for Student

Affairs, the Assistant Dean for the Center for Co-op and Professional Advancement, and the Director of Financial Aid for approval or denial. When submitting a change of rotation form, students must be mindful of any deadlines affecting registration or co-op. A request to change rotation is granted based on compelling need. However, when the number of students in each rotation becomes significantly unbalanced, such requests may be denied due to the impact on both class size and students' ability to secure future co-ops. When such a request is granted you may be placed at the end of the wait list for any over-subscribed limited enrollment course.

Changing rotations and leaves of absence may have medical insurance and financial aid implications. Students should check with student accounts in the Student Financial Services office to determine the impact on their medical insurance. In addition, students should check with the Law School's Office of Financial Aid to determine how such a change will affect their financial aid. It is the student's responsibility to contact both offices to discuss the implications of a change in status.

CREDIT TRANSFER TO NUSL JD DEGREE

There are a number of ways to receive transfer credit. This section describes the various avenues. Please note that only transfer credit will be posted to a student's Northeastern University School of Law transcript once an **official transcript** that indicates the courses completed, and the grades received has been received by the Associate Dean for Student Affairs. It is the student's responsibility to have transcripts forwarded from educational institutions to the Office of Academic and Student Affairs.

Study Abroad Transfer Credits

Transfer credit towards one's Juris Doctor degree will be allowed upon satisfactory completion of course work in an ABA-approved study abroad program after receiving approval to enroll from the Associate Dean for Student Affairs. A student must receive at least a "C" in the course(s) for credit to transfer.

Transfer Student Credits

A student in good academic standing at an ABA-accredited law school who has completed a first year of law school may apply as a transfer student to Northeastern. Ordinarily, a transfer student will have completed the following classes during the first year of law school prior to gaining admission to Northeastern:

- Civil Procedure
- Constitutional Law or Criminal Justice/Criminal Law
- Contracts
- Property
- Legal Writing
- Torts

In all cases, transfer students must have already completed Legal Writing and Contracts.

Individuals who have not completed three or more of the above courses are not eligible to transfer to Northeastern.

Individuals who have not completed one or two of the above courses may be admitted subject to an individual transcript assessment and the possible requirement that they take specified courses, as determined by Associate Dean for Student Affairs.

Northeastern does not generally grant credit for upper-level courses taken in addition to first-year requirements or over the summer. At most, Northeastern will honor 34 semester credit hours earned at another ABA-accredited law school.

Transfer Credit from Other ABA Law Schools

Students may earn credit toward the Juris Doctor degree by enrolling in courses in other law schools with the permission of the Associate Dean for Student Affairs. For credit to transfer, a student should take course(s) that are not offered at the Law School and course(s) that enhance their career goals. A student must also receive at least a grade of "C" in the course(s). If a student is approved to enroll in a course at another ABA-approved law school, tuition and fees for the cost of said course will be the responsibility of the student.

Non-JD Transfer Credit

Students may earn a total of twelve credit hours toward the Juris Doctor degree by successfully completing graduate level, non-law offerings in other branches of the University. A student must first secure the approval of the Associate Dean for Student Affairs before registering for such courses. The student must demonstrate, to the Associate Dean's satisfaction, that such non-law offerings will contribute to their professional development or will advance career-related goals.

Northeastern Students as Non-Matriculant Visiting Students

Northeastern students attending another ABA-approved law school as third year non-matriculant visiting students may have credits earned transferred to their Juris Doctor degree. Northeastern remains the home institution from which the JD is earned and all NUSL requirements must be fulfilled. A student must first secure the approval of the Associate Dean for Student Affairs before attending another ABA-approved law school for credit toward the JD degree.

Dual Degree Programs

Please refer to the NUSL website <https://www.northeastern.edu/law/academics/jd/dual-degrees/index.html> for details and requirements for all dual degree programs, including two joint degree programs (JD/Master of Public Health and JD/Master in Environmental Law) which allow for transfer of credit toward the JD degree. If you have any questions, contact the Director of Academic Advising and Operations.

STUDY ABROAD - Please see TAB E - CRITERIA AND GUIDELINES FOR STUDY ABROAD PROGRAMS

While co-ops abroad provide students with a wonderful opportunity to explore international law in context, few ABA-approved study abroad programs provide the level of rigorous academic training that is commensurate with an upper-level term of study at Northeastern. (Most summer programs, in particular, never substitute for a semester of coursework at other law schools.) In addition, the law school's co-op requirements and schedule may make studying abroad procedurally difficult (e.g., students might have to enroll in two (2) programs in the same term in order to obtain the necessary number of credits).

Northeastern University School of Law has entered into exchange agreements with three institutions outside the U.S.: the University of Northumbria School of Law, Wuhan University School of Law, and *Sciences Po* (Paris Institute of Political Studies). When approved for study abroad with one of these exchange programs, NUSL students may earn credit toward their degree studying abroad on one of three diverse and exciting campuses. The programs — in Newcastle, UK, in Wuhan, China, and in Paris — each have distinctive strengths, and all provide offerings in English and share NUSL's attention to social justice issues. Detailed information about all three programs is available from the office of LL.M. and International Programs.

Permission to attend an exchange program or ABA-approved study abroad programs will be granted only after careful review and in limited circumstances. The Associate Dean for Student Affairs, along with international law faculty, review applications to attend study abroad programs in accord with the criteria and guidelines.

FIRST YEAR CLASS SECTIONS

First-year students should note that the class sections to which they are assigned are fixed and transfers to other sections are not permitted. Students are not allowed to sit in on other sections. Regular class attendance in assigned sections is required. [See Academic Rule 4(a)].

WITHDRAWAL FROM UPPER-LEVEL COURSES

Upper-level students are expected to carry between twelve (12) credit hours and seventeen (17) credit hours each term. Approval to carry fewer than sixteen (16) or more than seventeen (17) credit hours must be obtained from the Associate Dean for Student Affairs.

Students may add courses only during the first fourteen (14) calendar days of the semester. Students may withdraw from courses, other than limited enrollment offerings and clinics, during the first twenty-one (21) calendar days of the term [See Academic Rule 5]. Once the fourth week begins, a course will be designated "withdrawn" ("W") on a student's permanent record if it is left unfinished and if the course is not dropped on Student Hub within the first twenty-one calendar days of the term. After twenty-one calendar days, anyone wishing to drop a course must file an official Drop Form with the Office of Academic and Student Affairs.

WITHDRAWAL OR LEAVES OF ABSENCE FROM SCHOOL

Any student who is considering withdrawing from the school or taking a leave of absence is advised to first

discuss such the decision with the Associate Dean for Student Affairs. Taking a leave of absence requires approval of the Associate Dean for Student Affairs. (See Academic Rule 6.)

If a student decides to withdraw, notice of withdrawal must be given in writing to the Associate Dean for Student Affairs. Non-attendance of classes does not constitute official withdrawal. Formal withdrawal is important for proper notification to law school and university departments, to make sure students are not billed for classes after they have withdrawn, to ensure proper disposition of financial aid resources, and so that we may know whether or not to expect a student in classes.

TEXTBOOKS

Textbook information is available on the University Bookstore's website and through Student Hub. Students should check these sites for information about required and recommended textbooks even if planning to rent or purchase texts from a different retailer.

In addition to the University Bookstore, during the first week of each term, the student-run Cooperative Income Sharing Program (CISP) sells used law textbooks. Eighty (80%) percent of the proceeds go to those students who sell their texts and the remaining twenty (20%) percent is donated to CISP to fund students doing public interest co-ops. A limited number of required textbooks are also on reserve in the Law Library; however, students should not rely on library reserve textbooks being readily available.

LAPTOPS

All law students are required to have, for exams and other purposes, a laptop computer that meets specified minimum requirements. Contact the Office of Computer Services for information regarding the minimum requirements needed to support computing at the School of Law.

Students are responsible for meeting all technical requirements and keeping their laptops in good working order. The NUSL Office of Computer Services is not responsible for providing laptops to students during the term or during final exam periods. If you have questions about computing at the law school or general technology-related questions, you can contact the Northeastern University School of Law - Office of Computer Services by email at SLAW_OCS@northeastern.edu or by phone at (617) 373-8919.

If you need to purchase a laptop, the Financial Aid office can increase your cost of attendance up to \$2,000 for the purchase of a new laptop, allowing you to take out an additional loan to cover the cost. You must send a copy of the receipt to lawfinaid@northeastern.edu. Please note this is a one-time cost of attendance increase.

SUPPLEMENTARY COURSE MATERIAL

Many instructors prepare course material as either a supplement to or substitute for textbooks. Some instructors place their supplementary materials online on Canvas, TWEN, or LexisNexis Web Courses for students to access. Others arrange for printing of supplemental materials which will be sold to students directly at the Northeastern Bookstore in the Curry Student Center. Copies of these printed materials are also on reserve in the Law Library when provided by the instructor.

PRINTERS AND PRINTING ALLOTMENT

Printers are located on the first, second, and third floors of Knowles Hall, as well as in the basement hallway between Dockser Hall and Cargill Hall.

Students receive \$120 worth of free printing per year, which equals 1200 pages. Students are encouraged to print double-sided to get more value. Additional pages can be purchased by adding money to your student Husky Card.

TRANSCRIPTS

An official transcript consists of an academic history page, copies of all course and co-op evaluations and a letter explaining the law school's grading policy, signed and sealed by the University Registrar. Transcripts will be released to third parties only with written permission from the student.

Transcripts must be requested through the University Registrar's Office following instructions provided on that office's website: <https://registrar.northeastern.edu/article/transcript-requests/>. Note: Official law school transcripts, which include all evaluations, are not available in electronic format.

ACADEMIC SUCCESS AND BAR PREPARATION PROGRAMS

Several programs are available to support students with the challenges they will encounter throughout their law school careers. Participation is on a voluntary basis during the first semester of the first year. Any student who has **one (1) deficiency** or **all Passes** in each podium course after first semester exams will be required to attend the Academic Excellence Workshop on a weekly basis during the second semester. Students are encouraged to speak with the Assistant Dean for Academic Success, the Associate Dean for Student Affairs, and their faculty advisor for more information regarding these programs.

Several workshops are offered to the students at various times in their law school careers to prepare them for the bar examination. Introduction to the bar examination is offered during the first year of law school and is followed by a series of information sessions and workshops for second and third year students. Topics range from course selection, components of the bar examination, and character and fitness readiness. During the last year of law school, NUSL offers counseling and a pre-bar preparation course to help students succeed on the bar examination. Following graduation, NUSL also offers a series of supplemental workshops and tutoring to help bar candidates fine tune their bar preparation skills. Students are encouraged to meet with the Assistant Dean for Bar Admission Programs or the Associate Dean for Student Affairs for more information regarding these programs.

STUDENTS REQUESTING ACCOMMODATIONS FOR DISABILITIES, INCLUDING MENTAL HEALTH/COUNSELING RESOURCES AND CONFIDENTIALITY – Please see TAB F - STUDENTS REQUESTING ACCOMMODATIONS FOR DISABILITIES

3:03 CERTIFICATIONS FOR STUDENT PRACTITIONERS

Various situations may arise in which students will be required to obtain Massachusetts Supreme Judicial Court Rule 3:03 certification in order to appear in court. Before seeking certification, students are advised to closely review the rule and related information at: <https://www.mass.gov/guides/student-practitioners>. If certification is required because you are enrolled in a clinical course, letters are prepared by the law school clinics' Administrative Coordinator.

If certification is required so that you may appear in court while working at a qualifying co-op or because you are doing outside work for an attorney or agency that qualifies under the rule, please complete the Rule 3:03 Student Practitioner Form and submit it to the Office of Academic and Student Affairs.

Please note that, in addition to meeting all other substantive requirements, senior law students (those in their final year) must request 3:03 certification at least three months prior to graduation to be eligible.

CENTER FOR COOPERATIVE LEGAL EDUCATION AND CAREER DEVELOPMENT: COOPERATIVE LEGAL EDUCATION PROGRAM ("CO-OP") AND POST-GRADUATE CAREER ADVISING

CO-OP PROGRAM

Northeastern University School of Law ("NUSL") J.D. students are required to complete three cooperative work terms ("co-ops") of 15 weeks, spread out during their 2L and 3L years, to earn their J.D. degrees. The Center for Co-op and Career Development (the "Co-op Office") runs the Co-op Program, delivering Professional Development programming to students designed to familiarize them with the range of opportunities, helping them to build relationship with our 1000+ employers, and assisting students in every aspect of their job search strategy, including preparation of application materials, mock interviews, networking, and strategic decision-making about specific options. The success of our Co-op Program begins with a carefully planned co-op application process which is delineated in the Co-op Rules and Procedures. The Co-op Rules and Procedures are distributed and reviewed during the Annual 1L Co-op Kickoff Event, and are also posted on our web page.

The Co-op and Career Development team includes attorney advisors and additional professional staff members, all whom are committed to supporting students in achieving their career goals. An essential component of the Co-op Program is ongoing communication between the Co-op Office and students. This communication comes in many forms, including a series of programs and panels related to the co-op program, weekly newsletters, announcements in the Co-op Minute, the Co-op office's web page, the Weekly Wire, Symplicity, and through individual email messages.

Most Co-op and Career programs take place on Mondays between 12:45-2 pm, with some variation due to holidays. The complete list of Co-op and Career programs may be found on NUSL's master calendar and on the

Co-op Office's web page. Programming is continually added and updated throughout the school year.

The Co-op and Career Development office also partners with NUSL's affinity groups and other student organizations to deliver specific programming of interest to their constituencies. This includes bringing speakers or panelists to campus and arranging for students to attend bar association and other professional events for networking purposes.

Co-op advisors are available for individual advising meetings with 1L students beginning on September 27th. All students are required to meet with an advisor at least once during their 1L year, before applying for co-op for the first time.

CAREER PLANNING FOR POST-GRADUATE EMPLOYMENT

Strategically selected co-ops are inextricably linked to desired post-graduate employment. Thus, all Co-op and Career programs and advising meetings stress this connection and build in self-assessment, identification and exploration of practice areas and settings, tools to locate employment opportunities, and nuts and bolts of myriad job search processes. In addition, the Co-op Office provides numerous job-related resources, networking events, and mentoring opportunities with NUSL alumni/ae and other attorneys. Further resources for students arise from the Co-op Office's membership and participation in such national and regional professional groups as the National Association for Law Placement ("NALP"), the Massachusetts Law School Consortium ("MLSC"), and the Northeast Law School Consortium. The Co-op Office also hosts both Law Firm and Public Interest/Government interview programs and participates in selected regional and national recruitment programs each year.

INFORMATION REGARDING INTERNATIONAL STUDENTS

Co-op and postgraduate employment options for international students are dictated through U.S. immigration laws and Northeastern University rules. International students must work with the Office of Global Services (OGS) to obtain proper work authorization for co-ops and other employment. To ensure timeliness of required work authorizations, all international students are advised to consult with OGS many months before co-ops and any other employment opportunities are scheduled to begin. For more information and assistance, contact OGS.

SEEKING ACCOMMODATIONS ON CO-OP

Because the school's co-operative education program is part of the academic program, the law school has an obligation to ensure that qualified students with a disability have an equal educational opportunity to participate in the co-op program. The nature of the obligation is complicated by the fact that students on co-op have two statuses, one as a student and one as an employee.

With regard to the student status, the law school is obligated to ensure that the co-op process, as described in the Co-op Rules (including such things as access to job postings, on-campus interviews, training sessions and materials), operates in a manner that reasonably accommodates the diverse needs of students with disabilities so that they have equal access to the range of services and opportunities available for all students.

With regard to the employment status, the employer is responsible for providing reasonable accommodations

to students on co-op; the law school cannot and does not assume the obligation to ensure an employer's compliance with the ADA. Co-op employers have an exclusive and independent legal obligation under the ADA and other applicable state and federal law not to discriminate against qualified individuals with a disability in any employment decisions. For example, employers may not make pre-hiring inquiries about a co-op applicant's disability, although in some instances a post-employment inquiry is permissible. Once hired, it is the personal decision of a student whether to waive confidentiality and disclose a disability in order to request an accommodation which the student deems necessary and appropriate. The employer is under no legal obligation to accommodate the student unless the student requests an accommodation and provides any required documentation. Once the student does this, it is the legal obligation of the employer to provide a reasonable accommodation. Co-op Office advisors and the disability services coordinator are available to consult with students regarding such matters.

Because of the law school's obligation to ensure non-discrimination in the co-op program and because of its interest in ensuring that students successfully complete each co-op experience, the law school may request that students on co-op provide information about whether they have requested a reasonable accommodation from the employer and, if so, what the nature of the accommodation is and whether the employer is meeting its obligation. In these circumstances, it may be desirable for the student to waive confidentiality in communications between the employer and the school so that they can communicate about effective accommodations and compliance.

If a student on co-op experiences any problem with obtaining a reasonable accommodation from their employer, in addition to notifying the employer, the student should immediately notify the co-op office and/or the Associate Dean for Student Affairs so that adjustments, if possible, can be negotiated. Without this notification, the law school may not be able to intervene with the student or the employer to assist with compliance.

If a co-op employer is reasonably believed by the law school to have discriminated against a co-op student on the basis of a disability, among other options, the law school may assist the student in obtaining an alternate placement or making another adjustment. The law school has the right to remove an employer from the co-op program if the school reasonably believes that the employer has violated Northeastern University's anti-discrimination policy or is unwilling or unable to comply with our policies in the future.

Students are strongly encouraged to explore these disability-related issues in advance of a co-op with designated faculty and administrative staff as noted above.

FINANCIAL INFORMATION – OFFICE OF FINANCIAL AID

FINANCIAL AID

During your 1L financial aid is disbursed in coordination with the billing cycle in two (2) semesters. During your 2L and 3L year your financial aid is disbursed in coordination with the billing cycle in three semesters. The Federal Stafford loans, plus loans and private loans will be distributed in equal installments across all terms.

For current 2Ls financial aid (institutional scholarships, Federal Stafford loans, PLUS loans, and private loans) that you receive will be disbursed to your tuition account in three equal installments. Any Federal work study that has been awarded can be earned during academic terms only.

All merit and need based scholarships awarded by Northeastern University School of Law are only applied to tuition for terms as a full-time student at Northeastern University School of Law.

All merit and need based scholarships awarded by Northeastern University School of Law are disbursed in equal installments among your Northeastern University School of Law billed terms.

Adjustments to your pattern of attendance and/or graduation date may impact your billing and scholarships. You must consult with the Financial Aid Office if any adjustments are made.

Students who are interested in reapplying or applying for financial aid must provide the appropriate paperwork each year. The application process for the following year begins in January. Students should complete a Free Application for Federal Student Aid (FAFSA) on-line. All paperwork must be submitted by the published on-time deadlines.

Students enrolled in Dual Degree programs do not receive any merit or need based aid from NUSL while enrolled in the other degree program. Your total amount of merit aid awarded to you at the time of acceptance could be impacted. All dual degree students are required to meet with the Financial Aid Office.

TUITION PAYMENTS

Students will have a hold placed on their account if their billable charges have not been paid by the due date published on their bill. Students with a hold on their account are not eligible to register for or attend classes, receive transcripts, or utilize University services unless their bill has been paid or specific arrangements have been made with the University. A fee of \$200 is charged for late payment of tuition. Students are notified by email when their tuition bill is posted to the Student Hub portal. It is the student's responsibility to review their bill and make timely payments.

Additional Billing information can be found at this link.

Billing: <https://law.northeastern.edu/admissions/jd/tuition-and-budgeting/>

Please note changes to billing schedule effective beginning Summer 2021:

<https://law.northeastern.edu/admissions/jd/tuition-and-budgeting/>

TUITION REFUNDS

Students can view information about tuition refunds here: <https://studentfinance.northeastern.edu/policies-procedures/refunds-from-credit-balances-withdrawals/>

WORK-STUDY

The awarding of federal work-study funds is made by the Office of Financial Aid. Federal Work-study is a need-based award. Work-study is awarded to 2L and 3L students based on the information provided on their FAFSA.

1L students who are interested in work-study should contact the financial aid office. Students who are awarded work-study and who wish to work at any time during the year should register during each enrolled academic term. Students who receive work-study awards should log onto <https://studentemployment.neu.edu>. Jobs are also available in the Law Library and other University locations. Students wishing to obtain a work-study position off-campus should make arrangements directly with the Work-Study Office. Second and third-year students are eligible to apply for faculty research assistant positions, all of which are work-study eligible. Specific work-study guidelines, including payment procedures are available on the Student Employment website.

WITHDRAWAL / LEAVE OF ABSENCE

Students who need to withdraw or take a leave of absence from the University may do so for academic, discipline, personal, or medical reasons. If you are receiving federal financial aid and withdraw or take a leave of absence from the University, you may be subject to the federal Return of Title IV Aid and state financial aid return policies. Students must notify Student Financial Services about any change in planned period of enrollment, whether due to withdrawal from a class, a leave of absence, a change in co-op or academic division, or withdrawal from the University.

Non-attendance does not constitute official withdrawal. If a student who began attendance and did not officially withdraw fails to earn a passing grade in at least one course over an entire term, the University must assume that the student has unofficially withdrawn. For this purpose, non-passing grades are defined as W, NE, *, IP, L, or I. Unofficial withdrawals will be determined within 90 days of the end of the term. Federal financial aid recipients will have their awards reviewed and recalculated, causing a reduction in aid awarded.

Remember that if you are not enrolled at least half-time for more than six months, your student loans will go into repayment.

Additional withdrawal information can be found at this link. Withdrawal Refunds:

<https://law.northeastern.edu/admissions/jd/tuition-and-budgeting/>

FEDERAL RETURN OF TITLE IV AID OVERVIEW

The Office of Student Financial Services is required by federal statute to recalculate federal financial aid eligibility for students who withdraw, drop out, are dismissed, or take a leave of absence prior to completing 60% of a term. The student's eligibility for the funds received from federal Title IV financial aid programs must be recalculated in these situations.

Recalculation is based on the percentage of earned aid using the following Federal Return of Title IV funds formula:

- Percentage of earned aid = number of days of the term completed up to the withdrawal date divided by the total days in the term. For unofficial withdrawals, the withdrawal date used for aid recalculation is the midpoint of the term. Any break of five days or more is not counted as part of the days in the term.

Funds are returned to the appropriate federal program based on the percentage of unearned aid using the following formula:

- Aid to be returned = (100% of the aid that could be disbursed minus the percentage of earned aid) multiplied by the total amount of aid that could have been disbursed during the term.

If a student earned less aid than was disbursed, the institution is required to return a portion of the funds that have been received by the student. Keep in mind that when Title IV funds are returned, the student may owe a balance to the institution. If you took out a refund prior to withdrawing or to the Office of Financial Aid being notified of your withdrawal, you will be responsible for paying the funds back to the university. If a student earned more aid than was disbursed, the institution would owe the student a post-withdrawal disbursement which must be paid within 120 days of the student's withdrawal.

FINANCIAL INFORMATION – OTHER

SEEKING FUNDING FOR LEGAL CONFERENCES, PROGRAMS, PRESENTATIONS AND JOB FAIRS – Please see TAB H - SEEKING FUNDING FOR LEGAL CONFERENCES, PROGRAMS, PRESENTATIONS AND JOB FAIRS

REIMBURSEMENT REQUESTS – Please see TAB I - REIMBURSEMENT REQUESTS

RESEARCH ASSISTANTS

A limited number of jobs as research assistants to faculty members may be available in a given term to second and third-year students. Interested students should apply to individual faculty members.

Hiring Process: A faculty member will select you as an applicant for an open RA or TA position. You will then go to that faculty member's assistant. The assistant will notify NUSL administration, who will confirm that funds are available and authorize the hire. If no funds are available, the administration will notify the assistant. The assistant will work with the faculty member to determine if alternative funding is available. The hire cannot be made unless the RA or TA is eligible for work study or the faculty member notifies the administration that the student will be paid from available alternative funds.

Students cannot work as a TA or RA more than 20 hours/week or for more than one (1) professor during the same term. (This also includes federal work study students.)

Students are not permitted to work as an RA or TA at NUSL while taking courses at another academic institution under a dual degree program.

Neither students nor post-grads may start work before all approvals and HR paperwork is complete. Students are not permitted to work while on co-op as this could potentially affect their financial aid funding.

OPPORTUNITIES FOR STUDENT DISTINCTION PROGRAM

Many students seek opportunities for such activities as moot court, mock trial, and writing and other competitions through which they can both challenge and distinguish themselves. Through the Opportunities for Student Distinction ("OSD") Program, such opportunities are identified and publicized so that students may take advantage of them. Certain opportunities may involve working with faculty or alumni, and the OSD

Program identifies those faculty and alumni who are able to commit their time to these activities.

OSD FACULTY RESOLUTION – Please **see TAB I - REIMBURSEMENT REQUESTS**

For more information about the OSD program, including its Rules and Regulations, please visit the [OSD website](#).

STUDENT GOVERNANCE

The Student Bar Association (SBA) is a student-run organization through which students participate in the governance of the law school (see Law School Charter on Canvas for more information). The SBA holds elections each year in which the student body elects representatives from each class to form an Executive Board and populate various committees within the law school. The SBA is also responsible for reviewing proposals for funding from student groups and for allocating such funding.

STUDENT PUBLICATION – LAW REVIEW

The Northeastern University Law Review (NULR) is a student-run publication that engages all topics of legal scholarship, with special attention given to articles that show the connections among public interest, innovation, health law, and the practical application of law. Its Law Review also publishes shorter pieces through its online publication, Extra Legal. The Online Forum facilitates discourse around current legal topics through blog posts written by both students and practitioners. In addition to its publications, the Law Review hosts an annual symposium where it invites academics and practitioners to interact with topics based on the symposium's theme. Due to the demanding nature of the first year, the Law Review will primarily recruit students who are rising 2Ls and 3Ls to serve as staff members, but all students are encouraged to contribute to Extra Legal and the Online Forum. NULR staff are selected through an application process held in May after 1L exams conclude. NULR re-administers the application in August for incoming transfer students and LLM students. The Law Review is available online at nulawreview.org and is archived in DRS, the University's Digital Repository Service at <http://library.northeastern.edu/services/drs-digital-repository-service>.

RESEARCH & INFORMATION SERVICES: Law Library Services & Office of Computer Services

The Northeastern University School of Law Library has a wealth of electronic and print resources to support your endeavors at law school. The Law Library offers training in these resources throughout the year through classes, brief drop-in demonstration sessions, and by offering walk-in, email and phone assistance year-round from 8:30 a.m. – 5:00 p.m. Monday through Friday. Our Law Librarians offers mentoring research appointments for individuals and groups to help you learn legal research efficiently while in school and on co-op. In addition, our Law Librarians regularly teach advanced upper level classes on advanced legal research topics.

The Law Library also has multiple subscription law databases, including Westlaw, Lexis and Bloomberg Law, for which you will receive individual passwords before the start of classes. The University Library is open to all NUSL students and faculty for twenty-four hour computer access, printing and non-legal research needs.

On the Law Library webpage, you can find links to:

- Legal Research Guides, 1L subjects (contracts, torts, etc.), upper level topics (such as administrative law, state and local tax law, and immigration law), and general topics and skills (such as the Bluebook Citation Guide and Co-op Resources);
- Specialized legal research databases, such as AILALink for immigration law;
- Interdisciplinary databases provided by the University Library, e.g. JSTOR; Scholar OneSearch (SOS), Northeastern's online catalog, which can be used to locate physical and e-versions of articles, book, reports, and other information.

Physically, the Law Library and Computer Services is on the top three floors in Knowles Hall. The InfoDesk and staff offices for both departments are located on the third floor. Food and drink are allowed throughout the Law Library.

Quiet Study Area: Knowles Commons, the second floor of Knowles Hall, is the only quiet study area at the Law School. It is designated as "quiet" year-round. Cell phone use is permitted in stairwells and study rooms.

The Northeastern University School of Law Office of Computer Services provides technology support to law students, faculty, and staff. Computer Services staff may be reached at 617-373-8919 or email to slaw_ocs@northeastern.edu. You may also find the Computer Services staff in their offices in suite KN302. Assistance with printer supplies such as paper and toner may be found at the InfoDesk on the third floor of the library. Computer use within the School of Law is governed by the Northeastern University Appropriate Use Policy. The university may update this policy at any time. Please check http://www.northeastern.edu/policies/pdfs/Policy_on_Appropriate_Use_of_Computer_and_Network_Resources.pdf for the most current revision.

Please see **TAB G - LAW LIBRARY & TAB K - OFFICE OF COMPUTER SERVICES (OCS)** for more information on hours, staff, contact information, computer labs, course reserve, study rooms, assistive technology, scanners, checking out books and interlibrary loan.

ANNOUNCEMENTS

All communication of general interest to the community, or to a significant segment of the community, should be circulated through the School of Law newsletter, the *Weekly Wire*, which is sent to all law students' Northeastern email account. Students are responsible for frequently checking the ASA website and reading the *Weekly Wire* each week to ensure that they receive all relevant announcements. Students will be presumed to have received notice of an announcement twenty-four hours after being posted to the ASA website or circulated in the *Weekly Wire*. Students who are unable to access the ASA website, Canvas, or are not receiving the *Weekly Wire* should contact the Office of Computer Services.

Students must also check their Northeastern email accounts, as administrative offices may send individual emails to specific students. If students choose not to check their university-provided email account regularly, they must activate forwarding on that account so that they receive messages on time.

USE OF ROOMS IN THE LAW SCHOOL BUILDINGS

To avoid conflicts, use of classrooms within the law school for anything other than regularly scheduled classes should be scheduled through the Office of Academic and Student Affairs using the Room Request form available on the ASA website.

USE OF LAW SCHOOL ROOMS BY LAW SCHOOL COMMUNITY FOR EVENTS HELD AFTER HOURS

The Associate Dean for Finance and Administration is the liaison with the Law School and Public Safety as it relates to building security and oversees the planning process for building access during an event that is scheduled after hours or on weekends. Student groups planning the event must first reserve the necessary rooms with the Office of Academic and Student Affairs. Then three (3) weeks prior to event, the group sponsoring the event must notify the Office of Academic and Student Affairs and the Director of Operations, who will then arrange the appropriate access to the building on the day(s) of the event. With the exception of good cause shown, failure to secure a room and arrange for security at least three weeks in advance will result in denial of access to law school facilities.

Because each event is unique, the method of providing access to the building will be established on a case by case basis. In all cases, guaranteeing entry of guests after 8:00 p.m. Monday through Thursday, after 6:00 p.m. on Friday or on weekends is the sole responsibility of the student organization sponsoring the event. Guests should be informed of such entry requirements prior to the event. Entrance doors should not be propped open if the doors are locked. If any of the attendees are non-members of the law school community, members of the group sponsoring the event are required to be on site during the entire event. Depending on the nature of the event and/or the number of attendees, a police security detail may be required. The decision as to whether a police detail is required will be made by the Associate Dean for Finance and Administration after discussion with other deans or administrators in the Office of the Dean. Should a police detail be required, the cost of such detail will be the responsibility of the sponsoring student group. The student group must secure approval of such expense from the SBA.

Sponsor's responsibilities include, but are not limited to: meeting guests at the appropriate entry door, set-up prior to and clean-up after the event, registering participants, monitoring security, and ensuring that doors are locked unless arrangements for locking the door has been made with Public Safety.

USE OF LAW SCHOOL ROOMS BY NON-MEMBERS OF THE LAW SCHOOL COMMUNITY

The University has established policies regarding the use of University space by outside groups. All requests for use of NUSL rooms must be made through the Office of Academic and Student Affairs and the Director of Operations, who will first present the request to the Deans for approval. If approved by the Deans, the Associate Dean for Finance and Administration will then act as the liaison with the Conference and Event Planning Office and University Counsel. University policy requires that the outside group complete a Space Use Agreement, provide evidence of insurance, and pay facility rent and any other direct costs provided by the University related to the event. Further details regarding the University policy can be found online at

CLOSURE OF DOCKSER COMMONS FOR EVENTS

As a starting point, the Academic and Student Life Committee recognizes that the Dockser Commons is shared space which means that on some occasions, the Commons will have to be closed to accommodate law school functions that are important to the community. These may include, for example, the following: Admissions Office newly admitted student receptions, functions that bring alumni to the school, conferences, the annual holiday faculty/staff luncheon, and similar events.

That said, we also recognize that, particularly during the week, the Commons is designated primarily for the use of students who want to study there, meet in small groups, socialize, and engage in similar activities.

To accommodate diverse interests, the Academic and Student Life Committee has adopted the following policy with respect to reservation and closure of the Commons for events.

1. Anyone planning an event will keep in mind that there are spaces in the law school other than the Commons that can be used for events. Those include: the lounge on the second floor of Dockser and designated space in the law library.
2. The law school administration will use best efforts to minimize the number of times during the year that the Commons is closed during weekdays for events not involving students or not primarily for the benefit of students.
3. Student groups may reserve and close the Commons for daytime events on a first come, first served basis. That is, if two events conflict, the first group to reserve the Commons shall have precedence. If the second group is planning an event that will involve a large number of students or a large number of students with staff and/or faculty, the second group may attempt to negotiate with the first group to see if the first group may be able to use another space. If the first group cannot move its event, it shall retain its reservation of the Commons and the second group may either use another space or change the date of its event. Note: we have not attempted to define the term "large" as it is used in #3 above because, among other things, it is difficult for any group to estimate accurately the number of people who will attend any given event.
4. As used in this policy, student groups shall include standing committees of the law school, student organizations, and other groups that involve students such as the NU Forum. Among these groups, no one group shall have precedence over another except as stated in #3 above.
5. Reservations for the Commons shall be made through the Dean's Office in consultation with the Associate Dean for Finance and Administration for the School of Law.
6. The community shall be given as much notice of the anticipated closure as possible which, at a minimum, should be at least 7 days notice.

Notwithstanding the above, we suggest that, in the spirit of cooperation this community values, the entire law school community use best efforts to keep the Commons open for the use of students as much as possible.

GENERAL HELPFUL INFORMATION

BICYCLES

Students who ride bicycles to school must use designated bicycle racks. The closest bicycle racks are located in front of Dockser Hall, behind Dockser Hall between Kariotis and Dockser, near the Richardson Plaza entrance, and between the law school and the Stearns Building. The fire code and Americans with Disabilities Act dictate that all entrances, exits, corridors, stairwells, outside walkways and ramps remain free and clear at all times. Bicycles should not be chained to fences, doors, trees, or other objects. Bicycles parked in violation of these regulations will be removed. Under no circumstances may bicycles be brought into any of the school buildings.

BOOKSTORE

The Northeastern University Bookstore is operated by eFollett and is located on the lower level of Ell Hall (adjacent to the Curry Student Center) and is normally open Monday through Sunday. Hours may vary and are posted outside the store and are available on-line at <https://www.bkstr.com/northeasternstore/home>. The Bookstore carries required textbooks and school supplies in addition to stationery, postage stamps and miscellaneous items. The phone number for the Bookstore is 617.373.2286.

BULLETIN BOARDS

Bulletin boards designated for specific administrative purposes and use by student organizations (as assigned by the SBA) are located throughout Cargill Hall and Dockser Commons.

Please post notices only on the appropriately designated bulletin boards. All posting is to be done by push pins on bulletin boards. It is against city fire ordinances to post signs on glass doorways. Notices posted on any doors or walls will be removed. All boards are frequently cleared of outdated materials.

BUSINESS CARDS

Law students may purchase business cards through NU Reprographics. All orders must be placed online through Northeastern Reprographics: http://www.pressite.com/NU_Students/Login.aspx.

COMMUNICATION

The School of Law posts messages in the *Weekly Wire*, the School of Law's weekly newsletter. All students are responsible for reviewing the *Weekly Wire* upon receipt. This includes announcements from each of the School of Law departments, including Co-Op, Financial Aid, Computer Services, Library, and Academic and Student Affairs, as well as general announcements.

EMERGENCY CLOSING OF THE UNIVERSITY

Northeastern University has made arrangements to notify students, faculty and staff by several means when it becomes necessary to cancel classes because of extreme weather conditions. AM radio station WBZ (1030), local television stations, 4, 5 and 7, and websites TheBostonChannel.com and Boston.com are the authorized stations and websites that announce any decision by the University to close. In addition, the University's main telephone number 617.373.2000 will have a recorded message of any class delays or cancellations by 6:30 a.m. of the day in question. Law students can also check Student Hub for information on school closings, cancellations and delayed openings. The TTY telephone number (a teletype machine) for the hearing impaired is 1.800.439.2370.

In addition, Northeastern has implemented NU ALERT, a service that allows University officials to reach all students and staff with time-sensitive information during unforeseen events or emergencies. The NU ALERT system broadcasts messages to the email addresses and telephone numbers students, faculty and staff have provided the University. It is important that the information is accurate and up to date. Students, faculty and staff can change or update their contact information by logging into the portal at <https://my.northeastern.edu/welcome> and following the instructions. The information you provide is kept completely confidential and will only be used to provide updates to the NU ALERT system.

HEALTH SERVICES

University Health and Counseling Services, located in Room 135 of the Forsyth Building, provides a wide variety of services free of charge to all full-time students. Students may arrange to see a psychologist or psychotherapist to discuss personal, school or career-related problems. All counseling is kept strictly confidential. In addition to its website at <http://www.northeastern.edu/uhrs>, health and counseling services can be accessed at 617.373.2772.

HOUSING

There are a limited number of graduate and law students who live in university-sponsored housing. They may reside in the apartment buildings located within walking distance of the center of campus.

For more information visit: <http://www.northeastern.edu/housing/#gradlaw>.

LOCKERS

Lockers are available on a first-request basis to students who are enrolled for their academic terms. Students are required to purchase a personal lock for use with their assigned lockers. Northeastern's Public Safety Division recommends that students use a tamper resistant lock. We have found that The Master Lock Company's Ti3 Titanium Series Models 185 or 187 work well.

Students who are about to leave for co-op must clean out their lockers by the last day of each academic term so that lockers can be re-assigned at the beginning of the new term. Any locks left on lockers will be cut and the items left in lockers will be discarded. The School of Law administration recommends not leaving valuable

items (e.g. laptop computers, PDAs, etc.) in your locker at all. Additionally, do not leave books and other valuables unattended. Neither the law school nor Northeastern University is responsible for lost or stolen items.

LOST AND FOUND

The law school maintains a lost and found service located in the Office of Academic and Student Affairs, 202 Knowles. The University maintains a lost and found service adjacent to the Bookstore in 22 Ell, 617.373.2757. Items also may be sent to the Public Safety Division headquarters at 100 Columbus Place, 617.373.2121. Please write your name and phone number in all your texts and notebooks.

LUNCH ROOMS

In addition to the law school's Dockser Commons, students at the School of Law may use the food facilities provided by the University's Curry Student Center. A list of other dining services on campus is available online at <http://www.nudining.com/>.

MBTA PASSES

The MBTA runs subways and buses to various locations within the Greater Boston area. The University is serviced by both the Orange and the Green (E) subway lines. The stop on the Orange line is Ruggles; on the Green line it is the Northeastern University stop. On the street, bus stops are marked by oblong yellow signs with the MBTA logo and a graphic design of a bus. There are also commuter trains servicing the suburbs from North and South stations, and Back Bay and Ruggles stations on the Orange line.

You may order MBTA passes through your Student Hub account. Passes must be picked up in person at the Husky Card Office. Passes will be available for pick up on the 29th of each month; you must present your Husky ID to pick up your pass. To determine what kind of pass you need, visit www.mbta.com, then buy your pass.

MULTISTATE PROFESSIONAL RESPONSIBILITY EXAMINATION (MPRE)

The Massachusetts Board of Bar Examiners requires those planning to take the Massachusetts Bar to take and pass the MPRE with a scaled score of eighty-five (85) or greater prior to registering for the state Bar Examination. The MPRE is given three (3) times per year: March, August, and November. As law students (and usually right after taking Professional Responsibility), you should take the MPRE. You must also check to see if you passed the MPRE because the exam is not easy, and if you fail, you cannot sit for the Massachusetts Bar until you have passed. This will mean postponing taking the Bar Examination until its next administration (the Bar Exam is given only twice each year – in February and July).

Please note: Each jurisdiction establishes its own rules regarding the MPRE. You are advised NOT to wait until the last administration (the March MPRE for those graduating in May) to take the exam. You must check on the requirements for your jurisdiction if you plan to take the Bar and practice outside of Massachusetts. All of the commercial bar review companies offer FREE MPRE preparation. You should take at least one of these

classes.

You can obtain more information about the MPRE and register online at <http://www.ncbex.org/about-ncbe-exams/mpre/>.

OFFICE OF DEVELOPMENT AND ALUMNI/AE RELATIONS

The Office of Development and Alumni/ae Relations offers a range of events and programs related to alumni/ae and student mentoring. For over twenty (20) years, we have hosted the *Connections* networking program for students, which matches any interested student with alumni/ae with similar interests and/or practices. We also offer a Pre-Connections networking panel, where we bring in alumni/ae experts to offer job-searching strategies and networking tips. We also offer a program called, Survive and Thrive in a Law Firm Setting and bring in both associates and partners and hear their perspectives on what it takes to be most successful in a law firm. Our office conducts fundraising efforts that supports student initiatives such as CISP, other public interest co-ops, the co-op stipend (given out each term to students who are working on new areas of the law). Current students are also invited to on-campus events for graduates, such as practice-based conferences so that they may explore potential career avenues. Students on co-op are invited to regularly scheduled alumni/ae networking events in other locales, such as Washington DC, Denver, New York, Seattle, San Francisco and more, which can further student career opportunities.

PARKING

Those who wish to park in University lots must obtain a parking decal. Information regarding parking can be found at <https://www.northeastern.edu/commutingservices/boston-campus-parking/>. In order to apply for a parking decal, a student must apply through Student Hub under the community tab.

PLEASE NOTE THAT A DECAL DOES NOT GUARANTEE A PARKING SPACE, BUT ONLY PERMISSION TO PARK IN SPECIFIED AREAS.

Because of limited parking facilities on campus, students are encouraged to use public transportation or to form carpools. Ride sharing information and MBTA schedules are available at the Visitor Center, at West Village F on Leon Street, and 617.373.2211. MBTA schedules may also be accessed online at <http://mbta.com/>.

PETS IN BUILDING

For reasons of public health, pets are not allowed in any of the University facilities. Exceptions are made for service animals.

PHOTO-IDENTIFICATION CARDS

Students should always have the official University photo-identification (ID) card (Husky Card) on hand. Students will need their Husky card for all printing, to gain access to the law school buildings on weekends and after 6:30 p.m. Monday through Friday, and to obtain services at Health Services, the Cashier's Office, Snell

Library, recreation facilities and elsewhere around the University. Further information about the Husky Card can be obtained at <http://www.northeastern.edu/huskycard/>.

PHYSICAL EDUCATION FACILITIES

Facilities in the Marino Recreation Center, the Badger and Rosen SquashBusters Facility, Matthews Arena, Cabot Physical Center and the Barletta Natatorium are available during times posted (or call extension 2667 for a recording or check on-line at www.northeastern.edu/campusrec to students with a valid Husky ID. Facilities include gymnasium, swimming pool, skating rink, handball, racquetball and squash courts, indoor athletic field, dance studio, stationary bicycles, Stairmasters and rowing machines, gymnastics room, Nautilus and free-weight rooms, combative rooms and a motor learning laboratory. Towels and lockers are issued for each visit and students must present their NU ID card.

PUBLIC SAFETY DIVISION

The Public Safety Division is located at 716 Columbus Place and can be contacted 24 hours a day by dialing 617.373.2121 for regular business, and 617.373.3333 for emergencies. Escort service is available upon request and members of the University community are urged to use this service, particularly when walking alone after dark from one part of the campus to another. Anyone having car trouble on campus will be given practical assistance. For more information about Public Safety services, visit: <http://www.northeastern.edu/publicsafety/>

BUILDING ACCESS

Students can use their Husky ID Card to enter during "after hours" via an electronic card reader at the Dockser Hall main entrance. During "open hours," everyone can access our buildings from any of the available entrances in Dockser Hall, Cargill Hall, and Knowles Center.

BUILDING HOURS

Day of Week	Open Hours	After Hours
Sunday	N/A	9:00a-9:00p
Monday	6:30a-7:00p	7:00p-11:00p
Tuesday	6:30a-7:00p	7:00p-11:00p
Wednesday	6:30a-7:00p	7:00p-11:00p
Thursday	6:30a-7:00p	7:00p-11:00p
Friday	6:30a-7:00p	7:00p-11:00p
Saturday	N/A	9:00a-9:00p

**Hours shown may extend into the next day*

AFTER HOURS

During after-hours, the only entry point into the School of Law will be at the Dockser main entrance. All other exterior doors to Dockser, Cargill, and Knowles will be locked. To enter Dockser, tap your Husky ID Card on the electronic card reader located outside to the left of the main entrance. Once inside, you can access Cargill and Knowles through the basement hallways. When “after hours” end, the guard will ask all students to leave.

If your Husky Card ID is not working at the card reader, knock on the glass door to alert the guard for assistance.

SAFETY AND SECURITY

To keep our community safe, please do not prop open exterior doors or provide access to others at any locked doors.

TOBACCO USE

Northeastern University is a smoke-free campus.

TAB A - Public Interest Requirement

Northeastern University School of Law

Public Interest Requirement

1. All students must fulfill a public interest requirement, as defined herein, as a condition of graduation.
2. (a) The requirement may be fulfilled in any of the following ways: completing a Coop in a public interest setting; completing one of *the* Law School's public interest clinical offerings; performance during the second semester of the first year or during the second and third year of a total of 30 hours of uncompensated legal work in a public interest setting; or, completion of a directed study project of at least 3 credits if, in the opinion of the supervising faculty member, the project substantially fulfills the objectives of this rule. If exceptional financial need or other exceptional cause prevents completion of the requirement in one of the listed ways, a waiver may be granted by the Academic Committee upon a showing of good faith and persistent effort to obtain placement in compensated public interest co-ops, Law School clinical courses, and directed study opportunities.

(b) The Law School believes every graduate should have had the experience of representing or assisting in representing a client in a no-fee, public interest setting. Students are strongly encouraged to fulfill the requirement in a manner consistent with this goal.
3. The requirement will first apply to students entering in the Fall Quarter, 1994. Current students will be encouraged to participate on a voluntary basis.
4. The Academic Committee, in consultation with Co-op and Career Services, shall have primary responsibility for administration of this rule. The Academic Committee shall develop interpretative guidelines for the assistance of students and a list of preapproved, qualifying public interest experiences. Students shall have the right to petition for inclusion of other placements on the list.
5. The Law School will make appropriate resource commitments in furtherance of this rule including but not limited to appropriate allocations to develop public interest placements and the creation of a part-time public interest coordinator position as recommended by the Task Force.
6. (a) Within this rule, "public interest" and "public interest setting" are defined in terms of the two primary purposes of the rule, which are (i) educational: to expose all students to the legal, strategic, institutional, interpersonal, and ethical issues involved in counseling and representing systematically underrepresented groups; and (2) justice: to improve the access of the underrepresented to legal services by supporting service providers to those groups and by encouraging law students to consider careers in service to such groups.

(b) "Public interest" as defined herein does not refer to a judgment on the social value of the matter or matters to which a student is assigned; it refers to the dominant characteristics of the practice setting in which the student is placed. Thus, a fee-generating, general practice or business firm does not qualify as a public interest setting even if the student is assigned to a pro bono case or

cases, unless the student is placed on the express understanding that they will work exclusively on a public interest matter the firm has undertaken pro bono. Likewise, a placement that substantially fulfills the criteria and purposes of this rule is not disqualified because the student is assigned to work on matters that could be criticized as socially counterproductive.

(c) “Public interest” under this rule is employment or service with a government agency; a legal aid, legal services, public defender, victim advocate, or similar agency; an organization or attorney advocating law reform or performing pro bono legal representation; or any placement the dominant characteristic of which is service to underrepresented groups. Judicial clerkships and private firms operated for profit are not included in this definition.

TAB B - Rigorous Writing Requirement

Rigorous Writing Requirement

(as amended October 8, 2009)

(as amended December 3, 2011 by silence per Wendy Parmet's email dated 11/27/11.)

(as amended January 25, 2021)

Each candidate for the degree of Juris Doctor shall, in their second or third year of study, submit to the Office of Academic and Student Affairs a copy of a piece of writing completed by the student and certified, as described below, as satisfying the "rigorous writing experience" requirement of A.B.A. Standard 303 (a)(2).

A. Standards

To be certified as a piece of rigorous writing, a student work product will ordinarily be:

1. a well written, carefully edited piece, which has been revised at least once;
 2. reflecting relevant legal research, drafting, and/or analytic engagement with legal and/or scholarly text;
 3. thoroughly and accurately documented; and
 4. a minimum of 15 pages (3,750 words) in length. Students may satisfy this requirement with a portfolio of pieces (two to three) from a single course or co-op.
-

B. Certification

In order to satisfy this requirement, the piece of writing must be certified in one of the two following ways:

1. Course or Clinic Certification
 - a. A student who produces a piece of writing as part of a course, seminar, clinic, directed study, moot court, or similar experience may ask the professor teaching the course or clinic, or supervising the directed study or moot court, to certify that the student's writing is a competent piece of rigorous writing that meets the requirements of ABA Standard 303(a)(2).
 - b. To submit the piece of writing for certification, the student must complete the online [Writing Requirement Completion Form](#) available from Academic and Student Affairs and attach a copy of the writing for faculty approval.

2. Certification through Co-op

- a. A student who produces a piece of writing on co-op may ask their co-op supervisor or the attorney for whom the writing was produced to certify that the writing may be submitted to the school in fulfillment of the rigorous writing requirement without breaching any rules of confidentiality or inappropriately divulging attorney work product; that the writing was prepared by the student at the supervisor's request and was responsive to the assignment given; and that the writing was revised at least once in response to feedback.
- b. To submit the piece of writing for certification, the student must complete the online [Writing Requirement Completion Form](#) available from Academic and Student Affairs and attach a copy of the writing for supervisor approval.
- c. All writings originating from co-op and submitted in satisfaction of this requirement shall be forwarded to the Chairperson of the Faculty Review Committee by the Office of Academic and Student Affairs once certified by the co-op supervisor. After reviewing the writing submitted, the Committee, through one of its members, will communicate its decision both to the student and to the Office of Academic and Student Affairs. That decision may be as follows:
 - the writing is accepted as complying with A.B.A. Standard 303(a)(2);
 - the writing is not accepted, and the student is required to submit a revised writing or a different writing with a new certification in order to achieve compliance with Standard 303(a)(2); or,
 - the certification is accepted, but the writing requires amendment and improvement in ways and in accordance with a deadline (normally within one month) that will be specified by the Committee as it returns the paper to the student for revision.

C. Appeals

A student who is informed by the Faculty Review Committee that their co-op produced writing does not satisfy the requirements set forth herein may appeal such decision to the Associate Dean for Academic Affairs. This appeal shall be on a form prepared by the Office of Academic and Student Affairs and shall be delivered to the Associate Dean no later than sixty calendar days prior to the student's intended graduation date. The decision of the Associate Dean either affirming or reversing the decision of the Committee shall be final.

D. Co-Authored Work

Co-authored work will be accepted in satisfaction of this requirement if the student submitting the work can

identify a portion of the writing as solely or primarily their work, and if this portion standing alone would qualify as a piece of rigorous writing under the standards in Section A, above.

E. Submission Process and Timeline

The submission of a certified piece of rigorous writing is a requirement for graduation. A student must submit a [Writing Requirement Completion Form](#) to the Office of Academic and Student Affairs upon completion of a writing that the student believes meets the standard. Students who complete a writing before the beginning of their intended final semester must submit that writing through the Writing Requirement Completion Form no later than the first day of their intended final semester. For example, students who believe they have completed the rigorous writing requirement and who intend to graduate in May must submit the Writing Requirement Completion Form and the completed writing no later than the first day of the spring semester. In the Writing Requirement Completion Form, the student must indicate whether the writing was (1) completed under the supervision of a faculty member, or (2) completed during co-op.

If the student has completed a writing under the supervision of a faculty member, the form will be sent to the faculty member for certification and to the Office of Academic and Student Affairs.

If the student has completed a writing while on co-op, the form will be sent to the listed co-op supervisor for certification and to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will forward the certified paper to the Chair of the Faculty Review Committee for review and approval. If the Faculty Review Committee returns the paper to the student for revision, the Committee will specify a deadline for completion of revisions (ordinarily, one month from the date the revision was requested). The student must submit any required revisions in accordance with the deadline.

In some circumstances, students whose intended final term is an academic semester may not be able to complete the rigorous writing requirement before the term begins. If a student's intended final semester is an academic semester, and at the beginning of that intended final semester they have not yet completed a writing meeting the rigorous writing standard, the student must complete a rigorous writing under the supervision of a faculty member. The student must submit a [Writing Requirement Plan Form](#) identifying the supervising faculty member no later than the Add Deadline of that semester. This form will be sent to the faculty supervisor for approval and to the Office of Academic and Student Affairs. The student then must submit the completed writing through the Writing Requirement Form no later than the last day of the exam period during the student's intended final semester. The form will be sent to the faculty member for certification and to the Office of Academic and Student Affairs. Please note: You may not use the same course to satisfy both the Experiential Education Requirement and the Upper-Level Writing Requirement. Meaning, you may not use a paper written in a course for your Experiential Education Requirement to also satisfy your Upper-Level Writing Requirement.

F. Applicability

All students in the Class of 2005, and all students in subsequent classes, will be required to have a certified piece of rigorous writing on file with the Office of Academic and Student Affairs before they can be awarded a Juris Doctor degree. As amended in October 2009 these provisions apply to students in the Class of 2011 and subsequent classes.

TAB C - Experiential Education Requirement

Experiential Education Requirement

1. At the start of each academic year, in consultation with the faculty, the Associate Dean for Academic Affairs shall designate a list of experiential education courses to be offered to either first year or upper level students. In designating such courses, the Associate Dean for Academic Affairs and the faculty shall review the criteria set forth in ABA Standards 303, 304 and 305 to determine whether a course qualifies as an experiential education course.
2. All candidates for the J.D. degree¹⁰ shall be required to complete a minimum of 6 credits from the list of experiential education courses so designated by the Associate Dean for Academic Affairs.
3. For a complete list of courses that meet the experiential education requirement, visit <https://www.northeastern.edu/lawstudentaffairs>.

Please note: You may not use the same course to satisfy both the Experiential Education Requirement and the Upper-Level Writing Requirement. Meaning, you may not use a paper written in a course for your Experiential Education Requirement to also satisfy your Upper-Level Writing Requirement.

¹⁰ Effective beginning with the 1L class matriculating in 2016-2017.

TAB D - J.D. CERTIFICATES

J.D. students have the option of enrolling in one of the following interdisciplinary graduate certificate programs.¹¹

- [Health Law and Policy](#)
- [Human Rights Law](#)
- [Legal Design](#)
- [Poverty Law and Economic Justice](#)
- [Privacy Law](#)
- [Women, Gender, Sexuality, and the Law](#)

These certificate programs, open to JD students, give students the opportunity to deepen their knowledge and develop their expertise in the relevant field.

The specific requirements for each certificate are listed in the [Northeastern University Course Catalog](#) and vary by program. However, all certificates require students to earn 12 total credit hours, including at least 6 credits of LAW courses and at least 6 credits of non-LAW courses. In addition, each certificate requires that students complete at least one co-op related to the certificate topic and complete a piece of substantial writing that meets the requirements of the JD upper-level rigorous writing requirement and that has a clear connection to the certificate topic.

The Certificate Advisor, in consultation with the Associate Dean for Academic Affairs when necessary, will make the determination as to whether the co-op and paper for which the student seeks to obtain certificate credit are sufficiently related to the certificate topic to meet the certificate requirement.

Students are not required to enroll in any certificate program. Students who wish to apply for a certificate program should contact the Office of Academic and Student Affairs for information.

¹¹ As certificates are added or revised, the [ASA website](#) will be updated to reflect all changes.

TAB E - CRITERIA AND GUIDELINES FOR STUDY ABROAD PROGRAMS

- (1) Permission to transfer credits from study abroad programs to Northeastern (so that credits can be applied toward graduation requirements) will be granted only after careful review. Students considering such a possibility are therefore strongly encouraged to begin planning early and in consultation with appropriate faculty and staff.
- (2) Any student wanting to receive academic credit for study abroad shall submit a study abroad proposal to the Associate Dean for Student Affairs no later than December 1st prior to the proposed study abroad or at least one (1) month in advance of the application deadline for the program they wish to attend, whichever deadline is earlier.
- (3) This proposal shall:
 - (a) Identify the Exchange program or ABA-approved program that the student wishes to attend;
 - (b) List and describe the courses that the student wishes to take within that program;
 - (c) Describe the academic and professional objectives the student seeks to achieve, including preparation undertaken in preparation for the proposed program, such as language study (see below) and courses taken at Northeastern;
 - (d) Provide an explanation of why the stated objectives cannot be accomplished by study at Northeastern or by co-operative work experience abroad; and
 - (e) Provide evidence that the credits to be awarded will satisfy the needs of the student.
- (4) Study abroad proposals will be reviewed and approved or denied by Associate Dean for Student Affairs in conjunction with NUSL International Law faculty. A proposal is likely to be approved if:
 - (a) The proposal outlines courses that are not duplicated by courses offered at Northeastern; or
 - (b) The proposal outlines courses that do evidence the level of academic rigor of the equivalent course offered at Northeastern (ABA accreditation does not create a presumption that this requirement has been met).
- (5) Experience indicates that some programs have consistently provided rigorous academic training. Study abroad proposals involving these programs are more likely to be considered favorably. Such programs include:
 - GWU/Oxford Joint Program in International Human Rights, England
 - Cornell/Sorbonne Summer Institute of International and Comparative Law, Paris
 - Temple Law, Japan
 - Academy on Human Rights and Humanitarian Law sponsored by the Washington College of Law of American University, Washington, DC (while not delivered overseas, this program provides similarly rigorous training)

- (6) For any semester in which the student is seeking credit toward graduation from Northeastern, the student must continue to pay tuition to Northeastern. All financial aid remains in effect. Any tuition charges resulting from an approved study abroad program, up to a maximum of the tuition paid by the student to the law schools, will be paid by Northeastern.
- (a) Most schools require a small deposit, which the student must pay and then seek reimbursement. Students should NOT however, pay the full amount of the tuition.
 - (b) The student must obtain an INVOICE (statements are not acceptable) from the Study Abroad Institution and provide it to the Associate Dean for Student Affairs.
 - (c) Invoices must be submitted in a timely manner and at least one month before payment is due to avoid late fees and/or charges. If invoices are not provided in a timely manner, Northeastern University will not be responsible for any late fees and/or charges.
- (7) Students may, in the alternative, apply for a leave of absence from Northeastern and attend study abroad programs on their own. In this case, the credits from the program will not be transferred to Northeastern, and the student's date of graduation will be postponed in order to accommodate the full course of study at Northeastern.

TAB F - STUDENTS REQUESTING ACCOMMODATIONS FOR DISABILITIES

Northeastern University has a legal and moral commitment not to discriminate against qualified students with disabilities. In order to ensure full access of students with disabilities to the entire range of activities at the law school, Northeastern is required to provide reasonable accommodations, if requested, so long as the changes and modifications requested do not fundamentally alter its educational program or result in an undue burden on the institution.

Students who are admitted to the law school are encouraged to decide as soon as possible whether or not to disclose a disability and request reasonable accommodations. In deciding whether or not to disclose your disability and to seek accommodation from the law school, you may want to discuss your disability confidentially with the Assistant Dean of the Academic Success Program or the Associate Dean for Student Affairs. If you seek to discuss these issues confidentially, these advisors will respect your request for non-disclosure, unless you instruct them otherwise. (This means that your confidential communication will not amount to a formal notice of disability/request for accommodation to the law school.)

If you think you may benefit from some type of accommodation, including instructional, course load, or exam modifications, auxiliary services such as interpreters or note-takers, or other accommodations, please contact the Office of Academic & Student Affairs, as soon as possible to discuss next steps, including outreach to the [Northeastern University Disability Resource Center](#) (DRC) for further screening and assessment.

The Disability Resource Center provides free support services, including advocacy, assistance in obtaining interpreters, exam modifications, and other accommodations, to all students with disabilities. For more information about the DRC, the process for requesting accommodations, and DRC documentation requirements, please visit the DRC's website.

GRIEVANCES

Students with disabilities who feel that their requests for accommodations, whether on a program-wide basis or from individual professors, or in Co-op have not been appropriately addressed should direct their complaints to the Associate Dean for Student Affairs. Further grievance procedures within the University are described in the Graduate Catalog and include bringing a complaint to the University's Office of Institutional Diversity and Inclusion.

MENTAL HEALTH/COUNSELING RESOURCES

Real life does not come to an end when you enter law school. Law students continue to face family and relationship problems, illnesses, financial dilemmas and other stresses that can interfere with successful law school studies. Northeastern University has many on-campus resources, including the University Health and Counseling Services that can help in times of crisis. University Health and Counseling Services provides individual counseling services, support programs, career counseling and testing, and a variety of other services free of charge for full-time students. University Health and Counseling Services is also responsible for arranging services for students who have emergency mental health needs. To make an appointment, students can walk in to the University Health and Counseling Services or call them at 617/373-2772. The Office of

Academic and Student Affairs can also provide referrals to on- and off-campus resources when appropriate.

CONFIDENTIALITY

Information and test results that students provide to the Office of Academic and Student Affairs will be kept confidential within that office and separate from the student's academic records. Similarly, conversations about disabilities shall be confidential. At the student's request, the Office of Academic & Student Affairs will assist the student in disclosing appropriate information to faculty, administrators, and staff. Such disclosure will be aimed at receiving reasonable accommodations and will otherwise be confidential. Such disclosure will not adversely affect academic evaluations.

TAB G - LAW LIBRARY

Northeastern University School of Law Library

The law library is your hub for resources, services, and advice to build your legal research skills. More than just books, the library is your source for online database subscriptions, research help and advice, subject-specific research guides, and yes, books. There are study spaces throughout the library. You can also consult library staff, virtually or in person, by appointment or by stopping by the InfoDesk on the third floor of the Knowles Center.

Contact Information

Tel: (617) 373-3332

Email: LawLibrary@northeastern.edu

Chat: lawlibraryguides.neu.edu/chat

Website: law.northeastern.edu/library/

The InfoDesk is staffed Monday – Friday 8:30 am – 5:00 pm and available for drop ins or appointments.

Library Services and Offerings

Books

Students can check out books and other circulating materials for 90 days, with up to two renewals. In order to check out a book, you can visit the InfoDesk during business hours for check out assistance, or you can bring the book and your Husky ID to one of the “MeeScan” self check out machines on the 3rd and 4th floors or download the app to your phone.

To find materials by title, author, subject, and more, use the Scholar One Search bar (available at law.northeastern.edu/library/). You can also use this to locate the book in the library, place holds on checked out items, or get direct links to digital materials.

If NUSL does not have access to a specific book, we can often borrow it from another library through Interlibrary Loan. Please contact the library for assistance.

Online Databases

The library offers student subscriptions to Westlaw, Lexis, and Bloomberg, as well as a number of additional legal and subject-specific research databases, such as Hein Online. You can access the full A-Z list, including instructions for access by clicking on “Law School Databases” from the law library home page. Law students also have access to the University Library streaming videos and databases which include interdisciplinary subjects, images, Oxford English Dictionary, biographies, journals, and more.

Please reach out to library staff if you need help accessing any digital materials or would like training on how to use any of the online resources.

News/Current Awareness

Students can access current full text articles as well as archives from a number of newspapers, including both the New York Times and Wall Street Journal upon creation of an individual login. You may also use Scholar One Search to find additional newspapers and other periodicals from around the world.

Research Help

Whether you need assistance to get started with one of your research assignments or you're on co-op facing a real-world legal question, research help is available! Reference librarians can help locate sources, find the right database to use, or help you navigate terms and connectors searching. They can also offer broader guidance on how to tackle your research, whether you have an active project or not. We are available to help you prepare for co-op or to assist you with your research questions while on co-op. You can request research help or an appointment via email, phone, chat, or by dropping in at the InfoDesk.

Research staff have also created a number of online research guides, available by clicking on "research guides" from the main law library page. These will help get you started on your research into specific topics, or more broadly, with direct links to relevant secondary sources, suggested keywords, and more. Here you will also find general guides for law school success, including study aids, database tutorials, and citation guides.

In addition to the above, you may also visit the library for notary services, upper-level writing help, and advice on Blue Book citation.

Study Spaces

Each floor of the library is designated as either a quiet study space, a co-workspace (where you may work and have discussions in small groups) or a group study space. Law students may also reserve private study rooms on the 4th floor. Please contact the library for instructions how to do so.

Classes

The library offers four upper-level research classes: U.S. Legal Research, International and Foreign Legal Research, Legal and Interdisciplinary Research and the Legal Research Workshop, where each student brings a legal research and writing project of their own to the class.

TAB H - SEEKING FUNDING FOR LEGAL CONFERENCES, PROGRAMS, PRESENTATIONS AND JOB FAIRS

There is limited funding available from the law school and the main university for student travel and participation at legal conferences, programs, presentations, and job fairs. The application process is set forth below and must be followed to be eligible for any funding. Please note that there is insufficient money available to meet all students' needs and requests. Each of these potential funding sources will do the best it can with limited resources; there is no guaranteed amount provided.

Requests for funding from the law school directly:

Requests for financial assistance from the law school to support travel and participation at legal conferences, programs, and presentations must be submitted to the Office of Academic and Student Affairs. The Office of Academic and Student Affairs will have ultimate decision-making authority. In addition, the Center for Co-Op and Career Development has limited funds available for participation in job fairs. The funds available generally help to defray registration costs but do not include travel funds. The Assistant Dean for Co-Op and Career Development will have ultimate decision-making authority. For participation in legal conferences, programs, and presentations, the Office of Academic and Student Affairs will approve no more than two requests per year/per student, and the maximum amount the school will fund is \$100 per request or \$200 per student in a year. For job fairs, the amount of funding is limited and will depend on availability of funding through the Center for Co-Op and Career Development.

General requirements concerning requests from the law school:

Any money received from the law school must be used for conference/program registration, travel, or lodging. Requests for funding from the law school directly cannot be used to cover food expenses. Approvals are not transferable. Expenses are covered on a reimbursement basis only. Original receipts must be submitted and, where appropriate (*i.e.*, registration for a conference), must be in the name of the individual for whom the funds were approved. All reimbursements requests must be signed by the appropriate approver with the original receipt(s).

Requests for funding from the Northeastern University Graduate Student Government (GSG):

In addition to requesting funding from the School of Law, a student may request funding from the GSG (formerly, the Graduate Professional Student Association –GPSA), the organization that oversees student groups of graduate students throughout the University. Note that application deadlines for this funding may be well in advance of the actual conference, so students are advised to pursue this option early. Also please note that applicants are not guaranteed funding through the GSG. Information about funding through the GSG can be found at <https://www.northeastern.edu/gsg/individual-funding/>.

TAB I - REIMBURSEMENT REQUESTS

All reimbursement requests must be accompanied by a completed Expense Reimbursement Form and the appropriate original receipts, as specified below. Incomplete forms will be returned. Reimbursement forms can be found on ASA's website in the forms tab. Please note that conference reimbursements must first be approved by ASA before the reimbursement form is submitted. Students must follow ASA procedures for seeking approval.

If your documentation is in order, your reimbursement check will be directly deposited into your account by Accounts Payable within three weeks. If you have any questions about this process or the information provided below, please contact ASA.

All expense reimbursements: Remember that sales tax is not reimbursable.

1. All expenses must be pre-approved.
2. You need an itemized receipt with proof of payment (or a receipt and separate documentation showing proof of purchase) for all expenses. A credit card statement which clearly shows your name and the expense may be used as proof of purchase but not as itemization.
3. Proof of conference attendance must be provided.

Registration

1. Copy of registration confirmation with name of participant
2. Proof of payment: clear indication of receipt of payment from the conference or a credit card statement

Hotels:

1. Copy of the actual hotel room folio receipt.
2. Copy of credit card statement for proof of payment (unless payment is clearly indicated on the hotel folio receipt). Note: a credit card statement alone without a hotel folio receipt is not acceptable.

Airfare/Train/Bus fare:

1. Copy of travel itinerary or e-ticket stating the traveler's name, date, destination.
2. Copy of credit card statement for proof of payment (unless payment is clearly indicated on the travel itinerary or e-ticket). Note: a credit card statement alone without a travel itinerary is not acceptable.

TAB J – OPPORTUNITIES FOR STUDENT DISTINCTION

Faculty Resolution – Adopted May 8, 2017.

1. Values Statement: We, the faculty, believe that internal and select external individual and team Opportunities for Student Distinction (OSD's) offer pedagogical value as supplements to the curriculum and co-op program by providing students with valuable personal and professional development opportunities. As such, we are willing to support and mentor our students who choose to participate in internal OSD and external OSDs approved by Academic and Student Affairs (ASA) so as to attain the skills necessary to perform, at minimum, with strong competence and to aspire to excellence.
2. ASA, in consultation with OSD faculty advisors, will be responsible for selecting external OSDs and the type and number of team competitions NUSL can credibly support, including affinity competitions proposed by student organizations, and for approving, monitoring and focusing individuals and teams, provided that a full-time member of the faculty shall be identified as the advisor prior to approval of any OSD.¹²
3. Subject to any adjustment required to comply with ABA and state bar admission criteria, students working under faculty supervision on OSD's may receive one credit for every 42.5 hours that they are expected to devote to the project, but no more than three credits for any one OSD.
4. Students wishing to undertake writing competitions should discuss their topic with a faculty member with knowledge of the relevant field. If the writing competition is undertaken for academic credit, a faculty advisor for the writing project is required.

¹² In order to apply for a team based OSD opportunity, such as moot court, students must submit their applications to the OSD program during the relevant application period in the spring/summer before the competition. All teams must have a full-time faculty coach. Permission to compete under NUSL's name, ability to earn credit, and partial or complete funding to travel are all not guaranteed.

TAB K - OFFICE OF COMPUTER SERVICES (OCS)

STAFFING & HOURS

The Office of Computer Services (OCS) is staffed from 8:30 a.m. to 5:00 p.m., Monday – Friday.

During these hours, OCS staff are available in person, in their offices in 324 & 325 KN, and remotely. The best option for remote support is by chatting Bradley Whitmarsh and/or Jacob Bouvier on Microsoft Teams.

CONTACT INFORMATION

Tel: (617) 373-8919

Chat: Bradley Whitmarsh and/or Jacob Bouvier on Microsoft Teams

Email: slaw_ocs@northeastern.edu

Location: 324 & 325 KN

STAFF

Bradley Whitmarsh

Assistant Director, Computer Services

Phone: 617-373-8919 / Email: b.whitmarsh@northeastern.edu

Jacob Bouvier

Information Technology Support Specialist

Phone: 617-373-8919 / Email: j.bouvier@northeastern.edu

COMPUTER LABS

A computer lab is managed by OCS (KN323). The Computer lab is used for a classroom, computer Lexis/Westlaw training, and exams. When the room is not scheduled for such purposes, it is available to the NUSL community. There are several computers located on the first floor of Knowles and the second floor of the library for times when room KN323 is booked for exams or educational use. Also, full wireless access is available throughout campus.

PRINTERS

Student printers are available in the following locations:

- 3rd floor of the Law Library, outside the KN323 computer lab
- 2nd floor of the Law Library, outside the KN204 classroom
- 1st floor of Knowles, between the Sunroom and the Library elevator
- Ground floor, in the hallway between Dockser and Cargill

SCANNERS

The University does not have public photocopiers. Instead, there are two scanners located on the first and fourth floors of Knowles Hall. Students may copy materials and save them to a flash drive or e-mail them to themselves. The scanners are free. The copyright law of the United States (Title 17, U. S. Code) governs the

making of photocopies or other reproductions of copyrighted materials, including scanned materials. Unauthorized reproductions beyond the scope of fair use and other copyright exemptions may be a violation of the law. The person using this equipment is liable for any infringement.