Master of Laws (LL.M.) in Rule of Law for Development

PROLAW

STUDENT HANDBOOK

Volume V: 2015-16
On behalf of the deans, faculty, and staff of Loyola University Chicago School of Law, I welcome and congratulate you on your admission to the Master of Laws (LL.M.) in Rule of Law for Development (PROLAW) Program. We are very pleased that you have decided to join Loyola University Chicago and we look forward to working with you as you pursue academic excellence and continue your legal education.

This handbook provides details on academic policies and procedures and many of the available student services and resources. Please take the time to read the entire student handbook. You are responsible for knowing and understanding the information contained in this handbook as well as provisions displayed on the School of Law’s website at www.luc.edu/law and the website of PROLAW, www.luc.edu/prolaw. All LL.M. students are bound by the rules set forth in this handbook as well as general rules listed on the webpage.

The policies, rules, and procedures in this Student Handbook are subject to change. In the event that any changes are made or if updated volumes become available, you will be alerted to these modifications and their effective dates via your Loyola e-mail account. Such notices shall include notice of the relevant effective dates of the changes involved. Please maintain and reference this Student Handbook and any changes or updates for the duration of your studies with the PROLAW Program.

We wish you great success and hope that your time at Loyola University Chicago is both intellectually rewarding and socially enjoyable. Please stop by the PROLAW Office should you have any questions.

Best regards,

William T. Loris
Program Director and Senior Lecturer
LL.M. in Rule of Law for Development, PROLAW
# TABLE OF CONTENTS

## I. Notice to Students/ Reservation of Rights

## II. Office of Graduate Legal Studies (GLS)

## III. Academics

A. Registration  
B. Academic Counseling  
C. Attendance Policy  
D. Final Examinations and Academic Performance  
   1) Examinations/ Term Papers  
   2) Grades  
   3) Withdrawal from Classes or the University  
   4) Incompletes  
E. Thesis Completion  
F. Degree Completion  
G. PROLAW Development Internship Guidelines  
H. Course Auditing

## IV. Financial Resources & Information

A. Student Tuition and Fee Accounts  
B. Financial Assistance  
C. Student Bank Accounts

## V. Student Services

A. Academic Supplies & Resources  
   1) Books and Materials  
   2) Computer Lab  
   3) Computer Training and Skills  
   4) Library  
   5) Places to Study  
   6) Outside Spaces  
B. Campus Identification Cards  
C. Student Communications  
D. Transcript Requests

## VI. Campus Information

A. The John Felice Rome Center  
B. Building Hours and Restrictions  
C. Campus Security  
D. Porter’s Desk  
E. Classrooms  
F. Business Office  
G. Food  
H. Gym  
I. Parking
J. Health Emergency Guidelines

VII. Graduation .................................................................................................................. 9
   A. General Procedures
   B. Commencement Awards for Excellence in Graduate Legal Studies

VIII. Career Planning & Placement Assistance ................................................................. 10

IX. Academic Honesty ..................................................................................................... 10

APPENDICES:

   A. 2015-16 LUC Community Standards, JFRC Regulations

   B. LUC School of Law Student Code of Conduct
I. Notice to Students / Reservation of Rights

Students are responsible for ascertaining and following the rules, policies, and procedures contained in this Student Handbook as well as provisions displayed on the School of Law webpage. In addition, all students are subject to the rules, policies, and procedures of Loyola University Chicago. All students of Loyola University Chicago are expected to uphold the 2015-16 LUC Community Standards and the Loyola University Chicago School of Law’s Code of Student Conduct.

The School of Law’s web site, www.luc.edu/law, the PROLAW website, www.luc.edu/prolaw, and the LUC Community Standards are the online resources for information, policies, and services referenced in this handbook.

The provisions of this Student Handbook are informational in character and are subject to change at any time. The School of Law expressly reserves the right to change the requirements for continuation in academic studies, the right to modify the offering, timing, and content of courses, the right to modify financial policies, and the right to change regulations affecting the student body.

II. Office of Graduate Legal Studies (GLS)

The Office of Graduate Legal Studies (GLS) is the central administrative office for Loyola University Chicago School of Law’s graduate law studies programs and is charged with the development and implementation of policy and procedure for the efficient management of two major degrees with each carrying specific legal concentration areas. The degrees are as follows: 1) the Master of Laws (LL.M.) programs which include legal concentration areas of advocacy, business law, child & family law, health law, tax law and rule of law for development; and 2) the Master of Jurisprudence (M.J.) which include legal concentration areas of business law, child & family law, and health law.

While the GLS office is the central administrative office of the Law School, PROLAW manages the day-to-day administrative matters. PROLAW students’ first point of contact is the PROLAW Office for all administrative matters.

III. Academics

A. Registration

It is normally the responsibility of each student to successfully register for his or her courses each semester. Registration is completed via LOCUS, before each semester. Procedures and scheduled times for registration must be adhered to in all cases. No academic credit can be given for courses for which students have not properly registered. No student may register for courses scheduled to meet at the same time.

B. Academic Counseling

Students enrolled in the PROLAW Program are encouraged to discuss their academic goals with the Program Director.

C. Attendance Policy

The American Bar Association requires member schools to ensure regular attendance by students. Failure to adhere to the School of Law’s regular attendance policy or any policy set by an individual
faculty member may result in denial of the right to complete the course or to take an examination, or may result in a penalty on the student's final grade.

All classes and lectures in the PROLAW schedule require mandatory attendance. This includes all course classes, lectures in the Visiting Lecturer Series and other academic seminars.

D. Final Examinations and Academic Performance

1. Examinations/Term Papers

Most courses have a final term paper due at the end of the term. All students are expected to submit their papers or take their final examinations at the scheduled times. Failure to do so may result in refusal to allow a student to submit a term paper/ take an exam, which will result in a grade of "WF" (withdraw failing).

2. Grades

A letter grade from the following table will be assigned to each student who enrolls for a course and who does not withdraw in accordance with rules. For purposes of computing grade averages and cumulative grade point averages, the term "hours of coursework attempted" shall not include hours of credit attributed to courses from which a student was permitted to withdraw in accordance with these rules, nor shall it include hours attributable to courses for which the grade of "Credit" is awarded.

Except in certain courses where the faculty is authorized to evaluate student performance as "credit" or "no credit," a letter grade from the following table will be assigned to each student who enrolls in a course and who does not withdraw in accordance with the rules set forth below. Each grade will carry academic credit equal to the number of points shown on the table:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points per Semester Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>A-</td>
<td>3.67</td>
</tr>
<tr>
<td>B+</td>
<td>3.33</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>B-</td>
<td>2.67</td>
</tr>
<tr>
<td>C+</td>
<td>2.33</td>
</tr>
<tr>
<td>C-</td>
<td>2.00</td>
</tr>
<tr>
<td>C</td>
<td>1.67</td>
</tr>
<tr>
<td>D</td>
<td>1.0</td>
</tr>
<tr>
<td>F</td>
<td>0.0</td>
</tr>
<tr>
<td>WF</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>CR</td>
<td>0 points per semester hour</td>
</tr>
<tr>
<td>NC</td>
<td>0 points per semester hour</td>
</tr>
</tbody>
</table>

Students who fail ("F" or "WF") any required course must successfully repeat that course the next time it is offered. Students who fail ("F" or "WF") any elective courses may repeat the class for credit at their option. **LL.M. students must achieve an overall grade point average of 2.33 to graduate from the program.** In order to remain in good standing and be eligible to continue in the program, **LL.M. students must maintain a minimum grade point average of 2.0 each semester.** No student will be permitted to continue in the program if he/she fails more than one course in a given semester. If a student falls below the 2.0 average at any time during
the course of a program, he/she will be required to submit a written petition to continue in the program to the Director of Graduate Legal Studies, who may grant or deny the petition, or grant the petition subject to whatever conditions, restrictions, and limitations appropriate for the circumstance.

At the end of each semester, the grade point average is computed by dividing the total number of grade points earned that semester by the total number of graded semester hours of coursework attempted that semester. The cumulative average will be computed by dividing the total number of grade points earned during the student's residence in this school by the total number of graded semester hours of coursework attempted during residence in this school. Grade points for each course are determined by multiplying the semester hours for each course by the points attributed to the grade awarded in such course.

3. Withdrawal from Classes or the University

A PROLAW student must initiate the withdrawal from classes or from the University by notifying the Registrar, the Director of Financial Assistance, the Director of Graduate Legal Studies and the PROLAW Program Director in writing. PROLAW students who withdraw from a course will be allowed to continue in the Program, but as successful completion of all PROLAW courses is required to earn the PROLAW degree, and such students will not be able to graduate from the Program unless and until the student completes the course in a subsequent Academic Year.

Students who withdraw from an individual class after the second week of class in any semester or after the first week of the summer session will receive the grade of "WF" (withdrawal failing). Students should consult the official School of Law calendar to determine deadlines for withdrawals or changes of registration. The PROLAW Academic Calendar is published on the PROLAW website, www.luc.edu/prolaw. Adjustments and refunds of tuition paid are determined by the date of withdrawal established by the Bursar’s Office. It is the student's obligation, therefore, to inform the Registrar, the Director of Financial Assistance, the director of Graduate Legal Studies and the PROLAW Program Director of withdrawal promptly in writing. Telephone messages of withdrawal are not official notification.

4. Incompletes

A student may take an incomplete (“NG” – no grade) for a course only if given special permission by his/her instructor and the Program Director prior to the final exam period. With the exception of the LL.M. thesis or with instructor permission, all courses for which an incomplete is issued must be completed within six weeks of the last final exam or paper due date or the grade of incomplete will automatically become a "WF" (withdrawal failing), which is computed into the student's grade point average.

E. Thesis Completion

It is expected that all PROLAW students will complete their thesis by 31 July, 2016. In the extreme circumstance that a student does not complete the thesis by this deadline, the following policy shall apply: The student will be given a one-semester grace period. If the thesis is not completed within the grace period, the student must then do the following:

1. Register for the course each semester that the paper remains incomplete;
2. Pay for the course at the current rate of tuition for that class; and
3. Receive a passing grade from their supervisor.

Students who do not adhere to this policy will not be allowed to graduate from or continue in the program. At a minimum, satisfactory completion of the thesis project includes submission of a proposal, outline, first draft, final draft of publishable quality, and any other requirements that the thesis supervisor imposes in sufficient time for the supervisor to read, comment on, and grade the submission (as determined by the supervisor). A submission not accepted by the supervisor does not satisfy this requirement. Further guidelines for the preparation of the required thesis shall be issued in the syllabus for the course PLAW 251/Rule of Law Thesis Supervision and Completion.

F. Degree Completion

Students accepted into the LL.M. full-time program are expected to finish the program within one calendar year. On an individual basis, exceptions can be made to allow shorter or longer degree completion times with permission from the Director of Graduate Legal Studies.

G. PROLAW Development Internship Guidelines

Under the PROLAW Development Internship program, PROLAW staff help students to find internship opportunities with organizations which carry out rule of law and development work. The internships usually begin in May each year, after the course work phase of the program is completed. The duration of the internships is typically between three and six months. No course credit for taught courses shall be granted for such internships. Students may be granted extensions to their thesis deadlines in order to accommodate internship scheduling. The rules applicable to internships shall be as established by the individual or organization providing the internship opportunity. In addition, PROLAW interns shall conform to the academic, ethical and professional standards and guidelines set forth in this Student Handbook.

Students may apply for a PROLAW scholarship if the internship is unpaid. These scholarships are offered on a competitive basis.

H. Course Auditing

PROLAW students wishing to audit undergraduate courses given at the Loyola John Felice Rome Center, should consult with its Associate Dean for Academic Affairs, Alexander Evers.

IV. Financial Resources & Information

A. Student Tuition and Fee Accounts

Student accounts are due in full within the first month of each semester. A $150 late payment fee will be added to the student's unpaid account after the due date. Checks and money orders should be made payable to Loyola University Chicago. Payment methods are detailed on the Bursar’s website: [http://www.luc.edu/bursar/payment_options.shtml](http://www.luc.edu/bursar/payment_options.shtml).

The University considers a student's account seriously delinquent when settlement of the full amount due has not been made within the prescribed time. As a consequence, the student will not be permitted to attend classes and will not receive academic credit for that semester.

Students with unpaid accounts are not permitted to register for a new class session until the outstanding balance is paid in full. When a student leaves the University with an unpaid account, his or her academic records are encumbered and kept with the Law School Registrar. No reports, letters of
recommendation, or transcripts will be issued while the indebtedness remains unpaid.

All payments due to the University, including tuition, are processed through the Office of the Bursar at the Water Tower Campus. Information on possible payment plans, late payments, and payment due dates can be obtained from the Office of the Bursar (for further information, see the website at: www.luc.edu/bursar).

B. Financial Assistance

All questions regarding financial assistance should be first directed to the PROLAW Associate Director, Ms. Helena Lundgren Doyle (hlundgrendoyle@luc.edu).

For US students, all financial aid questions should be directed to the Financial Aid Office, see http://www.luc.edu/finaid/. Contact e-mail is lufinaid@luc.edu.

C. Student Bank Accounts

All students will be provided with a temporary student bank account with Intesa Sanpaolo, one of the largest banks in Italy. The bank account comes with a debit card and online access. Details on the bank accounts will be provided in the Eduservices session scheduled for the Orientation Program and in the separate information package on student bank accounts.

There is an automatic teller machine (bancomat in Italian) on campus. Be mindful of the withdrawal fees and international exchange rate fees with your bank. There are several financial institutions located near campus and throughout Rome which offer bancomat services.

V. Student Services

A. Academic Supplies & Resources

1. Books and Materials

The majority of the reading materials is available to students in electronic form through the Lexis/Nexis and Westlaw systems to which all PROLAW students shall have access. Acquisition of required books and materials which are not available online can be made through the PROLAW Office.

2. Computer Lab

The Computer Lab is located on the main level adjacent to Sala Chandler. The computer lab is available to students during all hours unless a course is in session. This space is used by students to also Skype with friends and family not in Rome. Students can also reserve private spaces throughout campus for interviews and private Skype conversations via the Front Desk. Reservations must be made at least 24hrs in advance. The computers are equipped with internet and MS Office. Students are issued computer network and e-mail addresses at the beginning of their tenure. The computer lab is managed by Mr. Maurizio Moretti (mmorett@luc.edu) to whom students may address specific requests for information and assistance.

3. Computer Training and Skills
Students are trained in and have access to the Lexis/Nexis and Westlaw systems of computerized legal research. The computerized card catalog system, PEGASUS, has replaced the traditional card catalog at Loyola. Students are given personalized training in Lexis-Nexis and Westlaw at the commencement of PROLAW.

4. **Library**

   PROLAW Students shall have access to the John Felice Rome Center Library, whose main purpose is to serve the research and reference needs of the Rome Center’s undergraduate students. Conditions for access to the library collection shall be same as those that apply to the undergraduate students. The Library is located one floor below the ground floor. PROLAW students may request information and assistance related to the Library from the John Felice Rome Center Librarian, Ms. Elise Aversa (eaversa@luc.edu).

5. **Places to Study**

   PROLAW students shall have full access to the John Felice Rome Center Information Commons (IC) which is the principal public place where students at the Center study. The IC houses the Center’s library and the computers are equipped with internet and MS Office. The IC is located one floor below the ground floor. As with the Library, the IC is managed by the John Felice Rome Center Librarian. You can print from the computers in the IC. To print, select the closest printer in the drop down menu. Insert your printer card in the reader next to the printer and select your document from the computer stationed next to the printer.

   The conference rooms located on the same floor are an ideal space for quiet group studying. If the rooms are not occupied by a class or meeting, please use these spaces to work with fellow students on group projects, communal studying, etc. so that the IC can remain a silent study area. Please be mindful that no food is allowed in the IC.

   Other rooms for group study may be reserved through the PROLAW Office. If students need a private space to conduct a business related phone call or interview, students may reserve such a room with the Front Desk.

   Copy machines are available in Mailroom, the IC, and the Administrative wing of the JFRC. Each student is given a copy card with an initial €10 to make copies. Cards are inserted into readers which activate the copy machines and can be reloaded with more money at various campus locations.

6. **Outside Spaces**

   The Courtyard is available to students to enjoy when weather permits. Benches within the Courtyard provide spaces for students to read or research. From Mondays through Thursdays, students are asked keep noise levels down and to refrain from sunbathing in the Courtyard as to respect the classes in session.

   The Olive Grove is available for students to use. The entrance to the Olive Grove is to the left of the main JFRC Gates and keys can be checked out from the Front Desk. Students are to abide by all Community Standards when in the Courtyard or the Olive Grove.

B. **Campus Identification Cards**
Students will be issued an identification card. The ID card serves as the students’ library card and allows entry to the campus buildings. Students are expected to carry the ID with them whenever on campus and are recommended to carry it also off-campus as it contains emergency phone numbers.

C. Student Communications

Electronic Mail - **Loyola has adopted e-mail as its primary means of communicating with students.** Information on how to use the e-mail system at Loyola is available from Maurizio Moretti. Students are strongly encouraged to **read their e-mail on a daily basis** for up to date information on program activities. The electronic link to the PROLAW class schedule will be circulated at the beginning of the academic year. Students are advised to review the schedule regularly as the schedule is subject to changes.

In addition, PROLAW faculty and staff will communicate electronically through the West Education Network (TWEN) a service maintained by Westlaw, one of the largest online legal resource providers. Each student will receive a password for the system and receive training in its use. Through TWEN students will be able to access course materials, participate in class discussions, submit assignments, exchange e-mails with instructors and classmates, etc. For more on TWEN please refer to the Student’s Guide at this link: http://lscontent.westlaw.com/images/content/documentation/2010/2010StudentGuide.pdf.

D. Transcript Requests

Current students and individuals with LOCUS IDs should request official transcripts through the LOCUS system. For instructions, see: https://locus.luc.edu/pa91prd/locus_help/Requesting_an_official_Transcript.pdf. No fee is charged for transcripts sent via regular mail, whilst a fee will be charged for express mail service.

VI. Campus Information

A. The John Felice Rome Center

The John Felice Rome Center (JFRC) is Loyola University Chicago’s campus in Rome. Loyola has been present in Rome since 1962. John Felice, the founder of the now JFRC was from Malta. He believed in promoting international understanding and peace by providing opportunities for young people to live and learn outside of their home environments.

From 1962 to the present, the JFRC has provided undergraduate students, mostly from American universities, the opportunity to study in Rome for either a semester or an entire academic year. In accordance with a new strategy Loyola has decided to gradually expand the academic offerings at the JFRC to include masters degree programs. PROLAW is the first of such programs. The Loyola University Schools of Law, Business and Education already provide annual summer programs at the JFRC.

As mature adults and legal professionals PROLAW students will no doubt recognize that the management and staff of the JFRC has an almost parental relationship with the undergraduate students at the Center. It is expected that PROLAW students will be a source of inspiration and be role models for the young people surrounding them. In this regard your understanding and cooperation of
approaches which may not seem appropriate for mature adults will be appreciated and welcomed by JFRC management and staff.

B. Building Hours and Restrictions

PROLAW students can access the campus building between 8:00 and 22:00, seven days a week. The students can access all areas of the building, except for those of the JFRC Residence Halls (upper floors).

C. Campus Security

Campus security personnel patrol the campus on a 24 hour basis. Students should become familiar with the campus emergency telephones and evacuation maps, which are located throughout the campus. Campus Security and Safety is located on the first floor at the main reception desk.

D. Front Desk

At the Front Desk/reception students can buy bus tickets, canteen tickets and international phone cards, send faxes and order taxis (flat fee of EUR 48 to either airport from the JFRC). There are also neighborhood maps as well as menus for popular restaurants in the area.

E. Classrooms

The classrooms will be announced in the PROLAW class schedule. Note that there is no food or drink allowed in any classrooms, except for water bottles.

F. Business Office

At the Business Office, students can exchange US cash or traveler’s checks (no commission) and pay for books purchased from the PROLAW office. Opening hours are 13:30-15:30, Monday through Thursday. Extended hours or closures will be announced in advance. The Business Office is always closed on Friday.

G. Food

There are two food facilities on campus; the canteen (mensa) and Rinaldo’s Bar. Meal tickets for the canteen can be purchased in the reception at a cost of EUR 8 each.

The opening hours for the canteen/mensa is:

- **Lunch**: Monday-Thursday – 11:45-14:15  
  Friday-Sunday – 12:30-13:30

- **Dinner**: Monday, Tuesday, & Thursday – 17:45-19:30  
  Wednesday – 17:30-19:00  
  Friday & Saturday – 18:00-19:00  
  Sunday – 18:00-19:30

Note that the canteen will be closed during the JFRC term breaks and some Fridays when all of the undergraduates are travelling and off campus. Look out for notices outside of the canteen.

H. Gym
The gym (*palestra*) is open for PROLAW students between normal campus hours, 8:00 and 22:00, seven days a week. Note that the gym is not available during the times of scheduled exercise classes. The exercise class schedule will be posted outside of the gym.

Students need to sign a waiver form before accessing the gym.

**I. Parking**

While there is no University-sponsored student parking at JRFC, parking is available on the access road between Via Massimi and the entrance to the JFRC.

**J. Health Emergency Guidelines**

The JFRC Front Desk serves as the safety and security hub for the campus, as well as an information source for students. The Front Desk is staffed 24/7. If an emergency situation occurs on campus, students should urgently inform the Front Desk who are trained to give first aid and who will contact the appropriate emergency services as required.

**Contact phone number for the Front Desk:**

**External call:** (+39) 06 - 355 881

**Internal call:** x 301

If an emergency occurs off-campus, the first action is for students to call the appropriate emergency services or proceed to an emergency hospital.

**Emergency phone numbers for local Italian authorities:**

**Ambulance:** 118

**Carabinieri:** 112

**Emergence Police:** 113

**Fire Department:** 115

**Emergency hospital closest to the JFRC:**

Pronto Soccorso (Emergency Department)
Policlinico Universitario A. Gemelli
Piastra – Ala J – Piano 0
Largo Agostino Gemelli, 8
00168 Roma
Phone: (+39) 06 - 301 540 36
[https://www.policlinicogemelli.it/](https://www.policlinicogemelli.it/)

For non-emergency situations, the PROLAW Office can be consulted during normal business hours. PROLAW staff are available to advice students on obtaining medical attention or treatment during their time in Rome. Details on student health insurance and nearby health facilities will be provided during the orientation program and can also be found online on the PROLAW website.
VII. Graduation

A. General Procedures

Loyola University Chicago School of Law confers degrees three times annually, in January, May and August. The date for conferral contingent upon the date of completing all degree requirements including the thesis paper, if applicable. PROLAW students that complete their thesis on schedule will have their degree conferred in August. A commencement ceremony is held once a year in May in Chicago. No commencement ceremony is held in Rome, but there will be a pre-commencement ceremony at the end of the course part of the academic year in April. A Graduation e-Bulletin will be sent out to all Law School students during the spring term. Students who wish to participate in the commencement ceremony in Chicago must consult with the Office of Graduate Legal Studies before registering for the semester in which graduation is intended. In addition, it is required by the Loans Administration Office that all students who received any type of student loans through federal, university or private loan sources, complete a mandatory on-line loan exit interview. Diplomas will not be awarded until the on-line exit interview is completed. Further updates regarding the procedures for graduation will be sent to your Loyola e-mail account.

B. Commencement Awards for Excellence in Graduate Legal Studies

The Office of Graduate Legal Studies (GLS) acknowledges exceptional graduates with the Commencement Awards for Excellence in Graduate Legal Studies to honor outstanding scholarly achievement.

VIII. Career Planning & Placement Assistance

Students are encouraged to consult with the Program Director who will be available throughout the year for individual career development sessions. The Program Director will be the principal source of rule of law career advice for PROLAW students. In addition, the Chicago-based Director of Graduate Legal Studies and faculty members are available for career planning and placement assistance. Graduate students may also use the services of the Law School’s Office of Career Services. Although, the Office of Career Services offers their services to students within the J.D. program, it may have some resources available for graduate students.

IX. Academic Honesty

Loyola University Chicago School of Law expects all of its students to maintain the highest level of professional integrity. Students particularly should be aware that plagiarism in any form is grounds for discipline. You must credit any excerpts, quotations, or concepts drawn from another source. Similarly, any form of personal assistance or use of outside sources on examinations is grounds for dismissal except where explicitly permitted by the instructor.

The School of Law maintains the strictest standards regarding information represented by students on their résumé, in interviews, or in any other form of communication to prospective employers. It is expected and demanded that students relate only valid information and do so in an accurate manner. The misrepresentation of information by a student is a violation of Loyola University Chicago School of Law's Code of Conduct and could result in discipline up to and including expulsion.

Any allegations of a violation of Loyola University Chicago School of Law's Code of Conduct are to be
directed to the Associate Dean for Administration, who will conduct a preliminary investigation. If further action is warranted, the matter will be considered by a hearing board, which will make findings of fact and will recommend an appropriate disposition to the Dean.

*   *   *